

**Region of Queens Municipality Regular Council
Tuesday, May 13, 2025
9:00 a.m.**

Agenda

1.0 Call to Order and Land Acknowledgement

2.0 Approval of the Agenda

3.0 Declaration of Conflict of Interests

4.0 Approval of the Minutes

4.1 Regular Council meeting - April 22, 2025

4.2 Special Council meeting – April 24, 2025

4.3 Special Council meeting – April 28, 2025

4.4 Special Council meeting – May 6, 2025

5.0 Public Comment

6.0 Delegations and Presentations

7.0 Correspondence

7.1 Reprofitting of Programs - Minister of Municipal Affairs

7.2 Fire Records Management System – Minister of Municipal Affairs

7.3 12-months Notice re: Provincial changes for 2026 –2027 – Minister of
Emergency Services and Minister of Municipal Affairs (forwarded by
Nova Scotia Federation of Municipalities)

7.4 Correspondence from Liverpool Pickleball and Tennis Club, 3 letters

7.5 RQM Intervenor Status for Upcoming Liverpool Bay Fish Farm
Expansion - Protect Liverpool Bay Association

7.6 Request for Assistance Installing Signage - Liverpool Lions Club

7.7 Fire Service Review Letter – Minister of Emergency Management
and Minister of Municipal Affairs

7.8 Request for Endorsement re: Public Library Funding – South Shore
Public Libraries

8.0 Committee Reports

8.1 Planning Advisory Committee (PAC) - Deputy Mayor Charlton

8.2 Pool Committee – Councillor Amirault

9.0 Unfinished Business

10.0 New Business

10.1 Strategic Priorities Budget Alignment

10.2 Budget Approval

10.3 Community Investment Fund 2025-2026

10.4 Transition to Clear Bags

10.5 Service Exchange with Nova Scotia Public Works

10.6 Organics Transfer Tender

10.7 Extended Producer Responsibility Participation

11.0 Mayor's Report

11.1 Mayor's Report

12.0 Business from Members of Council

12.1 Canada Day Fireworks – Mayor Christian

13.0 Closed Session

13.1 Property Matter

14.0 Adjournment



Region of Queens Municipality Regular Council

Tuesday, April 22nd, 2025

6:00 p.m.

YouTube: <https://www.youtube.com/watch?v=0h7g19JZaow>

Minutes

Present:

Mayor Scott Christian, Chair
Deputy Mayor Maddie Charlton
Councillor Vicki Amirault
Councillor Jack Fancy
Councillor Stewart Jenkins
Councillor Roberta Roy
Councillor Courtney Wentzell

STAFF

Dan McDougall, Interim CAO
Heather Cook, Acting Municipal Clerk
Kate Wong, Administrative Assistant

Regrets:

Councillor Wanda Carver

1.0 Call to Order and Land Acknowledgement

Mayor Christian called the meeting to order at 6:00 p.m. and opened the meeting by acknowledging that we are in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

2.0 Approval of Agenda

Moved by Deputy Mayor Charlton, seconded by Councillor Amirault;

THAT Council of Region of Queens Municipality approve the April 22nd, 2025, as presented.

MOTION CARRIED.

3.0 Declaration of Conflict of Interests

There were no declarations of conflicts of interest.

4.0 Approval of Minutes

4.1 April 8th, 2025 Regular Council Meeting Minutes

Moved by Councillor Fancy, seconded by Councillor Amirault;

THAT the minutes of the Regular Council meeting held April 8th, 2025, be approved as presented.

MOTION CARRIED.

5.0 Public Comment

Mayor Christian opened the meeting to comments from the public.

David White, South Brookfield, President of Queens County ATV Association came to speak. Mr. White is returning to Council with a request to consider expanding the scope of work for the committee to reflect recent changes in provincial legislation. One change he noted is that there is no daily traffic count required. To support the request, Mr. White referenced similar successful implementations in Sussex, NB (three traffic lights, 8,000–10,000 vehicles/day) and St. John's, NL (six traffic lights, population ~20,000), both without reported issues. Mr. White addressed a common question he has heard from the public, noting that door to door surveys were conducted across several districts, with strong support for the proposed routes (88% in favor on Beech Hill, 100% on Labelle Road - including input from a public meeting, 100% on River

Head Road, and 91% from Nickerson Pond through Brooklyn). In total, 160 residents living directly along the proposed routes participated in the surveys.

Robin Anthony, Brooklyn, came to discuss the Regions' Policy 23. She discussed the differences between RQM (Region of Queens Municipality) and HRM's (Halifax Regional Municipality) policy, as she noticed that RQM draws on HRM area rate policy. She explained that in HRM, an area rate is only implemented if at least 50% plus one of the properties within the defined area agrees to the area rate by returning a mail-in ballot. Another key requirement is that a majority of properties within the catchment area must support the initiative. Once an area rate is established, the community group must submit a detailed business plan and annual budget for review by HRM Council, who then has the authority to approve or reject the proposal. Additionally, community groups are required to hold public meetings, which must be properly advertised with minutes available. She noted that she is not advocating to defund Brooklyn Recreation Committee but would like an answer as to why Brooklyn parks are funded by an area rate while all other parks are maintained by the Municipality.

Donald Olman, Brooklyn, spoke in support of maintaining the area rate taxes in Brooklyn. He noted that community meetings had been held to discuss the matter, and a majority of attendees voted in favor of keeping the area rate in place.

6.0 Delegations and Presentations

6.1 Rails to Trails Association

Brian Hatt, representing Queens Rails to Trails, presented the Broad River Bridge Assessment Project to Council. The purpose of the project is to determine the structural viability of the former railway bridge and assess whether it can be repaired. Mr. Hatt noted that the boundary of Summerville Beach Provincial Park runs through the center of the bridge, with the eastern half falling within the park and the western half forming part of an existing shared-use trail that connects to Shelburne County.

He highlighted the natural beauty of Summerville Beach and the historical significance of the bridge, which has been deemed unsafe for public use. The goal is to restore the bridge for non-motorized users. Mr. Hatt emphasized that this is the last major bridge needed to complete a continuous recreational trail connecting Lunenburg County to Shelburne County.

In 2024, a funding grant was conditionally approved by the Department of Communities, Culture, Tourism and Heritage (CCTH). However, Queens Rails to

Trails chose not to proceed with the grant at that time, intending instead to explore additional funding opportunities before reapplying in 2025.

A funding request of \$15,000 has been submitted to the Region to support an engineering assessment of the bridge. This assessment will be instrumental in determining its future. Additional funding requests include \$20,000 from CCH (provincial) and \$13,000 from private sources.

Moved by Deputy Mayor Charlton, seconded by Councillor Fancy;

THAT Council of Region of Queens Municipality considers the funding request of \$15,000 during budget process for Queens Rails Trails Association to hire a firm to conduct an engineering assessment of the Broad River Bridge.

MOTION CARRIED.

6.2 Development on Main Street: Eric Fry

Mr. Fry presented his upcoming development project, *The Stedman*, a new apartment building proposed for 194 Main Street in Liverpool. The existing building is currently being cleaned out following previous flooding, with construction anticipated to begin in early July. Projected occupancy is targeted for Spring 2026.

The development will include 16 residential units and underground parking, ensuring no impact on existing downtown parking. Units will feature views of both Main Street and Water Street, and secure storage rental units will be available to all residents.

Rental rates are expected to be in line with *The Falls*, another property owned by Mr. Fry in Milton, with two-bedroom units ranging from \$2,000 to \$2,150 per month. The project will likely include two affordable units. Mr. Fry noted that there is already public interest regarding unit availability.

The purpose of his presentation was to inform Council of his future plans and to respond to any questions they may have.

7.0 Correspondence

7.1 South Shore Chronic Pain Support Community – Letter of Support from Council

Letters sent from Mayor Christian on behalf of Council. Now South Shore Chronic

Pain Support Community has incorporated as a group.

7.2 South Shore Flying Club – Response from Council re: request

Letter was sent by Mayor Christian regarding Council's decision on request to waive rental fee.

7.3 Adapting the Additional Officer Program – Attorney General and Minister of Justice Becky Druhan

Mayor Christian noted that the municipality had previously taken advantage of a police resourcing program but no longer does. Interim CAO Dan McDougall informed Council that this matter was discussed at a recent Police Advisory Board meeting. He explained that the program was originally designed to supplement existing police staffing levels. However, if a municipality reduces its complement of officers, it becomes ineligible to participate.

CAO McDougall further clarified that the recent correspondence indicates the Department of Justice is exploring options and alternatives to the current deployment model for additional officers. In response, the Police Advisory Board passed a motion to submit a letter of advocacy, urging the Department of Justice to consider the policing needs of the Region of Queens as they evaluate redeployment strategies.

7.4 Paving of Subdivision(J-Class) Streets 25-26 Program – Minister of Public Works Fred Tilley

It was noted that the municipality had submitted seven sections for inclusion in the J-Class Roads program, however, these were not approved by the Minister of Public Works.

Deputy Mayor Charlton provided additional context, explaining that the J-Class Cautionary Program is a \$2 million initiative, jointly funded by the province and municipalities—each contributing \$1 million. Two years ago, RQM received approval for a few small sections of road. She suggested that the province is likely aiming to distribute available funding equally among municipalities.

7.5 Ownership and History of Clubhouse – Liverpool Tennis and Pickleball Club

Mayor Christian noted that this will be discussed in Closed Session.

7.6 Letter of Thanks – Kiwanis Club of Liverpool

Mayor Christian received a letter of thank you from Kiwanis Club of Liverpool for allowing them to make use of the canteen at Queens Place Emera Centre.

8.0 Committee Reports

8.1 Police Advisory Board

Councillor Amirault, chair of the Police Advisory Board, provided an update. At its meeting on April 16th, the Police Advisory Board (PAB) discussed the General Duty Police Resourcing Model (GDPRM). This model analyzes the general duty workload of a detachment over the course of an average year to determine whether it is appropriately resourced to meet current demand. It was noted that the Region of Queens has not had a GDPRM conducted in several years, however, one is scheduled to be completed next year. It was noted that Queens County is currently the only municipality in the region without a dedicated Street Crime Enforcement Unit. This unit was removed several years ago by a former Mayor and Council as part of budget reductions and has not been reinstated since.

The Speed Radar Program was discussed. Councillor Amirault noted that at the last council meeting a motion was passed to redeploy speed radar cameras throughout the municipality and continue to do so on a regular basis. It was noted that North Queens has not previously participated in the traffic calming program. A recommendation was made to consider the purchase of solar-powered signs, as battery-operated signs tend to deplete quickly in high-traffic areas, resulting in frequent maintenance and battery replacements by staff. Staff Sergeant Archibald noted that he was reading a news article about the province adapting a Traffic Safety Act, and abolishing the Motor Vehicle Act, which would allow the RCMP to ticket the registered owners.

At the PAB meeting, Staff Sergeant Archibald recommended that a clear and appropriate channel of communication be followed for reporting community concerns. Councillors are encouraged to relay any issues to the CAO or Mayor, who will then communicate directly with the RCMP as needed, or to call the non-emergency police line.

9.0 Unfinished Business

9.1 Fort Point Winter Maintenance

Councillor Wentzell made a motion to table this decision until September. The motion did not have a seconder, and died on the table.

Councillors discussed leaving Fort Point walkway winter maintenance status quo.

10.0 New Business

10.1 Resolution for Preapproval for Debenture Issuance subject to interest rate – Weir Lane

Moved by Deputy Mayor Charlton, seconded by Councillor Fancy:

THAT Council of Region of Queens Municipality passes the Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate as attached to this staff report and approve funding the project overage of \$28,000 from the Accumulated Surplus.

MOTION CARRIED.

10.2 Pre-Budget Approval for Implementation of Microsoft Security Solutions

Moved by Councillor Jenkins, seconded by Councillor Amirault:

THAT Council provide pre-budget approval of \$37,000.00 for the implementation of Microsoft 365 Business Premium security solutions.

MOTION CARRIED.

10.3 Development Agreement Discharge

Moved by Deputy Mayor Charlton, seconded by Councillor Wentzell:

THAT Council of Region of Queens Municipality receive the report titled

"Development Agreement Discharge" and that Council approve the discharge of the development agreement dated January 16, 2004, for the property located at 3888 Highway 3 in Brooklyn and identified as PID# 70084058.

MOTION CARRIED.

10.4 Road Trails Ad Hoc Committee – Scope Expansion Request

Councillor Wentzell left Council Chamber at 7:33 p.m. and returned at 7:36 p.m. He was absent for the vote on the motion.

Moved by Councillor Amirault, seconded by Deputy Mayor Charlton:

THAT the Council of Region of Queens Municipality authorizes the Road Trails Ad Hoc Committee to include Bristol Avenue from Hank Snow Drive to the intersection with Milton Road, Hank Snow Drive to Great Oak Park, Milton Road from approximately civic number 35 to the intersection, Highway 3 towards Brooklyn to the limit of municipal road jurisdiction, and Queens Place Drive / Old Cobbs Barn Road, when considering making recommendations to Council for designation as road trails.

MOTION CARRIED.

10.5 MPAL Agreement Renewal

Moved by Deputy Mayor Charlton, seconded by Councillor Jenkins:

THAT the Council of the Region of Queens Municipality authorize the Mayor and Interim CAO to enter into the Agreement for the Municipal Physical Activity Leadership program with Nova Scotia Department of Communities, Culture, Tourism and Heritage on behalf of the Municipality.

MOTION CARRIED.

11.0 Mayor's Report

11.1 Mayor's Report

Mayor Christian noted that there would be no Mayor's Report to present at this meeting, and he will provide a Mayor's Report after budget Deliberations have concluded.

12.0 Business from Members of Council

12.1 Earth Day

Councillor Amirault spoke about the importance of Earth Day and expressed interest in organizing a roadside litter cleanup initiative. She proposed collaborating with fellow councillors and staff next year to participate in a community clean-up event in recognition of Earth Day.

13.0 Closed Session

At 7:41 p.m, it was moved by Councillor Roy and seconded by Councillor Amirault that Council move to the Closed Session of the agenda to discuss three items; 13.1 Personnel Matter, 13.2 Property Matter, and 13.3 Personnel Matter.

MOTION CARRIED

At 8:47p.m., it was moved by Deputy Mayor Charlton and seconded by Councillor Wentzell that Council return to the Open Session of the agenda.

MOTION CARRIED.

13.1 Heritage Advisory Committee Appointments

Moved by Deputy Mayor Charlton, seconded by Councillor Roy:

THAT the Council of Region of Queens Municipality receive the report titled Heritage Advisory Committee and that the Council appoint Linda Rafuse, Danielle Robertson, Michael VanDale, Matt Smith, Albert Knock and Matthew Adams to the Heritage Advisory Committee.

MOTION CARRIED.

Moved by Councillor Amirault, seconded by Councillor Jenkins:

THAT the Council of Region of Queens Municipality direct staff to review and provide recommendations to update Bylaw 17: A Bylaw Respecting Heritage Properties.

MOTION CARRIED.

13.3 CAO Selection Update

Moved by Deputy Mayor Charlton, seconded by Councillor Jenkins:

THAT the Council of the Region of Queens Municipality authorize the Mayor and Interim CAO to enter into the Agreement based on the Contract terms presented to Council in closed session.

MOTION CARRIED.

14.0 Adjournment

A motion to adjourn the meeting was **moved by Councillor Roy, seconded by Deputy Mayor Charlton at 8:58 p.m**

Mayor Scott Christian, Chair

Heather Cook, Acting Municipal Clerk

Kate Wong, Recording Secretary

Date Approved: _____

Region of Queens Municipality Special Council

Thursday, April 24, 2025

6:00 p.m.

YouTube: https://www.youtube.com/watch?v=kq-W_NsH3OI&list=PLfAvc-FvNEDdGdggKG1k12NuV_PbQ4_2o

Minutes

Present:

Mayor Scott Christian, Chair

Councillor Roberta Roy, District 1

Deputy Mayor Maddie Charlton, District 2

Councillor Courtney Wentzell, District 3

Councillor Vicki Amirault, District 4

Councillor Jack Fancy, District 5

Councillor Stewart Jenkins, District 6

Regrets:

Councillor Wanda Carver, District 7

Staff:

Dan McDougall, Interim CAO

Heather Cook, Acting Clerk

Kate Wong, Administrative Assistant

Joanne Veinotte, Director of Finance

Adam Grant, Director of Infrastructure

Steve Whynacht, Manager of Information Technology

1.0 Call to Order and Land Acknowledgement

Mayor Christian called the meeting to order at 6:00pm and gave a land acknowledgement to recognize that the meeting is taking place in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people.

2.0 Approval of the Agenda

Moved by Councillor Jenkins, seconded by Councillor Amirault:

THAT the Region of Queens Municipality approve the April 24th, 2025 agenda as presented.

Motion Carried.

3.0 Declaration of Conflict of Interests

There were no declarations of conflict of interests.

4.0 Budget Discussion

4.1 Overview

Director Veinotte discussed the sections of operating budget, with areas being reviewed being: Transportation/Roads and Streets, Wastewater, Solid Waste, Water Utility and Capital Investment plan.

Region of Queens Municipality's operating budget is made up of 16 sections –

Taxation, property tax including area rates deed transfer tax and tax recoveries

Grants in Lieu, includes revenue from properties owned by other government agencies

Services provided to Other Governments, includes contracted Solid Water partners

Sales of Service, includes non-contracted Solid Waste Facility users and Hillview Acres

Other Revenue from own sources, includes building permits, fines, rental income, interest on investments, Queens Place Emra Centre

Unconditional Transfers from Other Governments, which includes Municipal Capacity Grant.

Conditional Transfers from Other Governments or Agencies, include grant funding for approved projects.

Transfers from Own Sources includes funding from Reserves or Surplus to support projects on the operating budget.

Expenditures –

General Government Services includes compensation for Mayor, Council, and administrative staff, tax billing costs, legal, audit fees, IT, conferences, community investment fund grants, other community funding support .

Protective Services, including RCMP, inspection, bylaw, firefighting, EMO

Transportation Services includes common services Infrastructure, roads and streets, street lighting, airport.

Environmental services, including wastewater management, collection and treatment, garbage collection and disposal, landfill, recycling.

Environmental Development Services include land use and planning, community development, tourism, Liverpool Business Development Centre.

Recreation and Cultural Services includes parks, pools, Queens Place Emera Centre, playgrounds, museums, library.

Transfers to own reserves, which includes funding from tax rate to purposed reserves.

Conditional transfers to other governments or agencies, which includes South Shore Regional Centre for Education.

4.2 Transportation/Roads and Streets

Section 11. Budget \$3,653,411

Councillor Wentzell inquired whether street lighting is charged as an annual fee, and it was explained that it is billed monthly. It was noted that the streetlights are rented from Nova Scotia Power.

Director Grant explained that there are no substantive changes to the services being offered.

Director Grant provided an update on a fuel management system, which has been installed at both dispensing stations.

An analysis is underway for the corresponding area rate for road maintenance, comparing funds collected to budgeted expenses.

Finance staff have conducted an analysis comparing the funds collected to the budgeted expenses for District 13 area rates. Over the past few years, the Region of Queens Municipality (RQM) has collected funds based on the budget; however, the budgeted amount has not been fully spent. This year, it is anticipated that District 13 will have overpaid by more than \$250,000. As a result, this overpayment of \$250,000 will be added to the surplus. Finance staff have proposed using this surplus for the 2025/2026 fiscal year to ensure that there will be no increase in District 13's paving roads and streets rate. At the end of the year, if there is any overage, it will be placed in this reserve.

4.3 **Environmental Health Services**

4.3.1 Wastewater

Budget: \$1,177,044

Environmental Health Services

4.3.2 Solid Waste

Budget: \$6,345,474

4.4 **Water Utility**

Revenue has been budgets at current rates: \$839,970

Rate study is in progress. Utility continues to run a significant deficit.

Director Grant noted that we are currently losing approximately 60% of our treated water due to leaks, and with the ongoing impact of climate change, we are exploring options to expand our water utility and services. In response, we have developed an aggressive plan that aims to build upon the progress made in the coming year. While there is no single solution that can resolve the issue overnight, addressing a series of smaller problems will lead to significant improvements over time.

Capital Investment Plan

The five-year Capital Investment Plan has been approved by Council each year; however, inclusion in the plan does not guarantee that a project will move forward as proposed. Items in the plan are subject to change, and funding may come from sources such as the Equipment Reserve and Landfill Reserve. Long-term borrowing has not yet occurred for any projects, as borrowing cannot take place until a project is fully completed. Additionally, staff are not authorized to spend funds unless Council has given explicit approval. Typically, purchases are made first, followed by an application for a debenture.

When the capital plan is approved, it involves several separate motions, with Council required to approve each item individually. Before any borrowing is finalized, the Director must return to Council to confirm both whether the project should proceed and how it should be funded.

The proposed capital improvements include several projects. Not all of these will return to Council with individual staff reports; however, staff will continue to provide guidance throughout the process. There will be ongoing opportunities to modify or adjust the plan as new information becomes available.

It was noted by Interim CAO Dan MacDougal that in his opinion the Mount Pleasant Service Extension Design Project should be returned to Council for review before it is released for contractor bidding.

Questions were raised about the sidewalk reserve, including whether a formal improvement plan exists and how often upgrades are scheduled. No funds have been used from the reserve in the past six years. Staff confirmed that the use of these funds is at Council's discretion and that projects can be broken down further if needed. Additional cost clarity was requested, particularly regarding recent sidewalk replacement expenses. Mayor Christian noted that the next Special Council meeting for Budget Deliberations is scheduled for Monday April 28th at 6:00 pm.

5.0 Adjournment

Meeting was adjourned at 8:21pm. **Moved by Deputy Mayor Charlton, seconded by Councillor Roy.**

Mayor Scott Christian, Chair

Heather Cook, Acting Municipal Clerk

Kate Wong, Recording Secretary

Date Approved: _____

**Region of Queens Municipality Special Council
Monday, April 28, 2025**

6:00 p.m.

YouTube: https://www.youtube.com/watch?v=eUYkg4ZIU_k

Minutes

Present:

Mayor Scott Christian, Chair

Councillor Roberta Roy, District 1

Deputy Mayor Maddie Charlton, District 2

Councillor Courtney Wentzell, District 3

Councillor Vicki Amirault, District 4

Councillor Jack Fancy, District 5

Councillor Stewart Jenkins, District 6

Councillor Wanda Carver, District 7

Staff:

Dan McDougall, Interim CAO

Heather Cook, Acting Clerk

Kate Wong, Administrative Assistant

Joanne Veinotte, Director of Finance

Adam Grant, Director of Infrastructure

Richard Lane, Director of Community Development

Mike MacLeod, Director of Land Use

Audrey Wamboldt, Administrator, Hillview Acres

Heidi Mossman, Finance Manager

1.0 Call to Order and Land Acknowledgement

Mayor Christian called the meeting to order at 6:00 pm and gave a land acknowledgement to recognize that the meeting is taking place in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people.

2.0 Approval of the Agenda

Moved by Councillor Deputy Mayor Charlton, seconded by Councillor Jenkins:

THAT the Region of Queens Municipality approve the April 28th, 2025 agenda as presented.

Motion Carried.

3.0 Declaration of Conflict of Interests

There were no declarations of conflict of interests.

4.0 Budget Discussion

Director Veinotte presented the proposed budget, outlining both revenue and expenditure categories as followed:

4.1 - Revenue/Taxation - \$20,587,560 (Assessment value increases for 25/26 \$86.9 million, generating increased tax revenue based on the current tax rate of \$900,000)

Grants in Lieu - \$316,950

Services provided to Other Governments - \$2,337,300

Sales of Service - \$2,786,597

Other Revenues from own source - \$1,835,924

Unconditional Transfer from other Governments - \$1,357,326

Conditional transfer from other Governments or agencies - \$75,600

General Government Service: \$4,259,848

Protective Services: \$4,945,334

Land use planning, Building Inspection, & by-law enforcement

\$1,023,722

- Planning \$514,667
- By-Law \$185,664
- Inspection \$323,391

Economic & Community Development: \$929,894

A discussion took place regarding the revitalization of Downtown Liverpool, with specific mention of properties on Main Street in need of improvement. A cost-matching program exists, but few business owners have taken advantage of it.

Recreation and Cultural Services: \$2,973,903

Discussion took place regarding the potential addition of a programming position, a staff that can search for grant funding. Questions were raised about whether sufficient funding is available to support the role.

Concerns were expressed about the lack of dedicated promotion for Queens as an event destination. There was interest in making greater use of QPEC for such initiatives. Council requested information on the historical costs of past events to help assess whether events have typically resulted in a loss or offered long-term benefits.

Interim CAO Dan MacDougall suggested including a placeholder amount of \$25,000 for event funding. This would serve as a line item in the absence of a specifically identified amount.

Hillsview Acres Home for Special Care - \$1,843,656

Expenses

Transfer FROM reserve \$1,625,832

Transfer TO reserves: \$812,610

Direction Requests

The Council discussed the current Tax Exemption Policy and expressed support for increasing the exemption by 10% while keeping the income threshold the same, as this may offer the most benefit. However, there was also interest in exploring an increase to the income threshold, recognizing that some residents—particularly seniors—are in significant need. \$10,000 was added to the budget in the event council would like to make some changes. Director Veinotte can analyze the financial impact, potentially using the change in applicant numbers from the last time the threshold was adjusted. One option could be increasing the income limit by \$5,000 per stage (\$15,000, \$20,000, \$25,000). Alternatively, the threshold could remain unchanged while increasing the amount of financial support provided to eligible recipients.

Council is seeking more information regarding the potential extension of the sidewalk from the end of Meadow Pond to Harley Umphrey. They would like to know if it's possible to obtain a cost estimate for this project. The location is considered a priority, and while the project would be significant in scale, there are possible grants that could help offset the associated costs. There is \$325,000 remaining in the library reserve, along with an additional \$125,000 available, which could potentially be considered for use toward this project. Given its importance in our community, Council believes it is worth exploring further.

Moved by Councillor Amirault, Seconded by Councillor Jenkins

THAT the Council of the Region of Queens Municipality to provide \$15,500 to the Queens County Food Bank to be funded as part of the annual operating budget.

MOTION CARRIED.

Council discussed the potential costs associated with the Broad River Bridge project. It was expressed that it would not be fair for Queens County ratepayers to shoulder the financial burden. Members voiced interest in pursuing funding from other levels of government, emphasizing that RQM should not be the solely responsible for the bridge. The project also holds relevance for coastal protection, adding to the argument for broader support.

Due to uncertainties surrounding the scope and nature of a funding request, Council agreed that additional time is needed to further explore available options and identify potential partners. As a next step, Council supported the idea of advocating on behalf of the impacted community and directed the mayor to draft a letter to the province to initiate discussions and seek support for the project.

Moved by Deputy Mayor Charlton, seconded by Councillor Jenkins

THAT the Region of Queens Municipality draft a letter to advocate for the assessment of the Broad River Bridge with other orders of government.

MOTION CARRIED.

Council discussed the support available through the Funding Navigator with the Nova Scotia Federation of Municipalities (NSFM), who assists municipalities in identifying and applying for grant opportunities. It was noted that Lucy currently circulates available grant listings via email monthly.

Council emphasized the need for a designated individual within the organization to actively monitor and pursue grant opportunities. Due to ongoing staff shortages, the organization is currently limited in its capacity to take full advantage of available funding. A dedicated role—potentially a 0.5 Full-Time Equivalent (FTE)—was also suggested to manage this responsibility. Properly leveraging grants can help offset early costs associated with capital projects.

Interim CAO McDougall will return next week with recommendations. Council also acknowledged that past grant applications have been more successful when closely aligned with Council's strategic priorities.

Approval for Operating Capital Project Reserve Budget Motion

Approval for District 13 Reserve Budget Reserve Budget Motion

5.0 Closed Session

Mayor Christian asked if there were any objections to moving to the Closed Session of the meeting. Hearing none, the meeting moved to Closed Session at 9:11p.m

Moved by Councilor Carver and seconded by Councillor Roy

THAT Council move to the Closed Session of the agenda to discuss Item 5.1
- Contract negotiations

MOTION CARRIED.

Moved by Councillor Carver and seconded by Councillor Roy

THAT Council return to the Open Session of the agenda at 9:45p.m

MOTION CARRIED.

6.0 Adjournment

A motion to adjourn the meeting was **moved by Deputy Mayor Charlton, seconded by Councillor Carver at 9:45p.m**

MOTION CARRIED.

Mayor Scott Christian, Chair

Heather Cook, Acting Municipal Clerk

Kate Wong, Recording Secretary

**Region of Queens Municipality Special Council
Tuesday, May 6, 2025**

YouTube: <https://www.youtube.com/watch?v=Cuk7ss5tSec>

Minutes

Present:

Mayor Scott Christian

Councillor Roberta Roy, District 1

Deputy Mayor Charlton, District 2

Councillor Courtney Wentzell, District 3

Councillor Vicki Amirault, District 4

Councillor Jack Fancy, District 5

Councilor Stewart Jenkins, District 6

Councillor Wanda Carver, District 7

Staff:

Dan McDougall, Interim CAO

Heather Cook, Acting Clerk

Kate Wong, Administrative Assistant

Joanne Veinotte, Director of Finance

Adam Grant, Director of Infrastructure

Richard Lane, Project Officer

Mike MacLeod, Director of Land Use

Heidi Mossman, Manager of Finance

Steve Whynacht, Manager of Information Technology

1.0 Call to Order and Land Acknowledgement

Mayor Christian called the meeting to order at 6:03 p.m. and opened the meeting by acknowledging that we are in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

2.0 Approval of the Agenda

Moved by Deputy Mayor Charlton, seconded by Councillor Amirault;

THAT the Council of Region of Queens Municipality approve the April 28th, 2025, as presented.

MOTION CARRIED.

3.0 Declaration of Conflict of Interests

There were no declarations of conflicts of interest.

4.0 Appointment of Chief Administrative Officer

Moved by Deputy Mayor Charlton, seconded by Councillor Jenkins;

THAT the Council of Region of Queens Municipality appoint Willa Thorpe as Chief Administrative Officer (CAO) for the Region of Queens Municipality, effective mid-June, 2025, as per the terms of the employment agreement signed by Mayor Christian and Interim CAO Dan McDougall.

MOTION CARRIED.

5.0 Volunteer Summit participation

Moved by Deputy Mayor Charlton, seconded by Councillor Amirault;

THAT the Council of the Region of Queens Municipality accept the report titled Project Volunteer – Volunteer Summit.

and **THAT** the Council of the Region of Queens Municipality approve up to \$2,600 to support the expenditures associated with hosting of the 2025

Volunteer Summit to be held on November 8, 2025, at the Lunenburg NSCC campus in Bridgewater.

MOTION CARRIED.

Moved by Deputy Mayor Charlton, seconded by Councillor Jenkins

THAT the Council of the Region of Queens Municipality amend the agenda to move the business item regarding the April 28th information request on sidewalks, in order to receive the sidewalk report in advance of the upcoming budget discussions.

MOTION CARRIED.

6.0 Information Requests from April 28, 2025 meeting

- **Sidewalk Report**

Moved by Councillor Carver, Seconded by Councillor Jenkins

THAT the Council of the Region of Queens Municipality receive the report as prepared by Director Grant and circulated.

MOTION CARRIED.

7.0 Budget Discussion

Staff requested direction from Council regarding the Low-Income Tax Exemption. Based on historical data, increasing the income threshold in past years has resulted in minimal uptake. To benefit the most residents—particularly those in the lowest income brackets — staff recommended

maintaining the existing income threshold while increasing the rebate amounts by 25%.

Council agreed to this approach which adds \$18,000 to the program budget, in addition to the \$10,000 already allocated.

Council discussed the potential to allocate funds for event planning or events staff at Queens Place Emera Centre.

Moved by Councillor Fancy, seconded by Councillor Amirault

THAT the Council of the Region of Queens Municipality allocate an additional \$75,000 to the event attraction line item at Queens Place, for a total of \$100,000, to be funded from the accumulated surplus.

MOTION DEFEATED

Council discussed the \$15,000 allocation for low-income assistance to potentially offset costs for low-income residents with upcoming changes to the Water Utility rate. Council expressed support for the initiative.

There was discussion on previous Council direction for the new position of Policy/Strategic Initiatives Coordinator, and responsibilities for that role.

Discussion returned to the possible sidewalk expansion.

Moved by Deputy Mayor Charlton, seconded by Councillor Amirault

THAT the Council of Region of Queens Municipality include segment 1 White Point Road: Millard Avenue to Harley Umphrey Drive in the Capital Investment Plan for 2025/2026 at an estimated cost of \$726,000, utilizing the unspent funds from the library renovation, in the CCBF reserve.

MOTION CARRIED.

Council held a discussion regarding the Mount Pleasant Exchange, Director Grant noted that the work underway to rehabilitate the water and waste water lines from Roy Turner Road to Wolfe Street will make a significant difference in the

Director Veinotte provided the budget motion approvals for Council to go over before the next Council meeting.

8.0 Adjournment

A motion to adjourn the meeting was **moved by Deputy Mayor Charlton, seconded by Councillor Carver at 8:10p.m**

Mayor Scott Christian, Chair

Heather Cook, Acting Municipal Clerk

Kate Wong, Recording Secretary

Date Approved: _____



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

April 23, 2025

Dear Mayors, Wardens and Chairs:

Re: Reprofiting of the Beautification and Streetscaping Program (BSP) and the
Community Works Program (CWP)

In recent years, the Department of Municipal Affairs has been supporting municipalities with historic investments that are helping to build strong, prosperous communities. On this point, there is always more work to do, and we are excited to keep building on this momentum.

We are pleased to announce that the department has added an additional \$1 million to the Provincial Capital Assistance Program (PCAP), for the 2025-26 program year, and on a go-forward basis. This increase in funding is the result of sunsetting two annual programs we have offered previously: the Beautification and Streetscaping Program and the Community Works Program.

In our review of these programs, and in consideration of our provincial priorities for housing, growth, and affordability, it was clear that these funds could have a greater impact on municipalities through the PCAP. We need to ensure municipalities have systems and services in place that are foundational to their growth and sustainability. That is why we are focused on delivering the greatest impact possible with programs that help municipalities to make strategic, intentional use of the provincial and federal funding opportunities available. The reprofiling of these programs will increase the PCAP budget from \$690,000 to \$1.69 million, increasing the Province's support in the preliminary stages of infrastructure projects.

We will continue to work with our municipalities to ensure that the programs we are offering are the ones that meet their most critical needs. As always, we are grateful for your collaboration in working to strengthen and grow our communities, and we welcome your feedback on how we can deliver programs that will maximize impact for our municipalities and for Nova Scotians.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs

c: Chief Administrative Officers
Juanita Spencer, Chief Executive Officer, NSFM
David Campell, Executive Director, AMANS



NOVA SCOTIA

**Municipal Affairs
Office of the Minister**

Item 7.2

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

April 24, 2025

Dear Mayors/Wardens:

Re: Fire Records Management System

I am writing to provide you with an update on an important investment the Government of Nova Scotia is making regarding how the province manages records related to fire services.

The current Fire Records Management System used by the Office of the Fire Marshal was initially implemented over 30 years ago and is nearing the end of its lifecycle. The needs of our fire professionals have evolved, and we are working to implement a modern solution that will more effectively support current and future requirements.

The new Fire Records Management System will be designed to help the Office of the Fire Marshal, fire departments and municipal inspectors better manage, organize, and analyze data related to fire incidents, inspections, compliance, and personnel. This software will ensure that fire professionals have an efficient, reliable way to support fire services in the Province.

The project will start this spring, and it is anticipated that the implementation will take approximately two years to complete once a vendor is selected. There will be opportunities for our municipalities to be engaged in the coming months once a project manager is hired. The project manager will be reaching out to understand municipal needs and to collect information about how the new system can support municipalities and fire departments across the province.

We look forward to making this tool available to municipalities.

Sincerely,

A handwritten signature in blue ink, appearing to read "John A. Lohr".

Honourable John A. Lohr
Minister of Municipal Affairs

c: Chief Administrative Officers
Juanita Spencer, Chief Executive Officer, NSFM
David Campbell, Executive Director, AMANS



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

April 14, 2025

Mayor Pam Mood
President, Nova Scotia Federation of Municipalities
Suite 1304, 1809 Barrington Street
Halifax, NS B3J 3K8
Via email: mayor.mood@townofyarmouth.ca

Dear President Mood:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs must provide to the Nova Scotia Federation of Municipalities 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2026-2027 and beyond.

The Department of Municipal Affairs (DMA) canvassed all provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Department of Justice

"H" Division Royal Canadian Mounted Police Annual Multi-Year Financial Plan

The 'H' Division (Nova Scotia) Royal Canadian Mounted Police have provided the Department of Justice with the annual Multi-Year Financial Plan (MYFP), that reflects the organization's budget requests for the next fiscal year, and strategic planning for subsequent years. Based on the 2025-26 MYFP, and provincial approvals, the total financial impact for the new Provincial Police Service Agreement to Municipalities is \$8 million.

Biological Casework Analysis Agreement

Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by DMA.

Department of Intergovernmental Affairs

Procurement Thresholds and Free Trade Agreements

As noted in previous years, under our trade policy responsibilities, Intergovernmental Affairs advises that there are procurement thresholds under several free trade agreements that could impact municipalities.

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

The threshold values in Canadian dollars for the period of January 1, 2024, to December 31, 2025, are as follows:

FTA	Goods	Services	Construction
CFTA	Province		
	\$33,400	\$133,800	\$133,800
	Municipalities and MASH		
	\$133,800	\$133,800	\$334,400
CETA/TCA	Crowns, Utilities, etc.		
	\$668,800	\$668,800	\$6,685,000
	Province, Municipalities and MASH		
	\$353,300	\$353,300	\$8,800,000
CFTA	Crowns		
	\$627,200	\$627,200	\$8,800,000
	Utilities, etc.		
	\$706,700	\$706,700	\$8,800,000

Sincerely,

Honourable John A. Lohr
Minister of Municipal Affairs

Copy to: Juanita Spencer



**Emergency Management
Office of the Minister**

Duke Tower, 5251 Duke Street, Halifax, Nova Scotia, Canada B3J 1P3 • Telephone 902-424-5620 • Minister.EmergencyManagement@novascotia.ca

April 17, 2025

VIA EMAIL

To: Mayors, CAOs and Wardens

Re: Fire Services Review

The Departments of Emergency Management and Municipal Affairs greatly value the essential role fire services play in ensuring the safety of Nova Scotians during emergencies across the province. Firefighters put their lives at risk every day to protect our communities, and we are deeply grateful for their unwavering dedication.

The Fire Services Association of Nova Scotia is conducting a comprehensive governance review of fire services in Nova Scotia. This review will focus on ensuring best practices are in place and that our firefighters are fully supported and protected. Key areas of examination will include governance, operations, communications, interoperability, human resources, mental health supports, training, equipment, facilities, fire dispatch, and funding.

We recognize that previous reviews have been conducted. However, this governance review will build upon those efforts and consider the growing impact of climate change on the frequency and severity of weather events such as floods, wildfires, and hurricanes. It is vital that the governance of fire services evolves to address these new challenges, ensuring that we are fully prepared for unprecedented weather events.

Your input is a critical part of this process. We strongly encourage municipalities to participate in the governance review and provide your valuable feedback. By working together, we can create a stronger, more resilient, and responsive fire service for Nova Scotia.

Additionally, we would like to take a moment to address a common concern regarding the Nova Scotia Guard. The Guard is designed to complement existing resources in the province, not to replace them. We are committed to ensuring that firefighters who volunteer for the Nova Scotia Guard will not be deployed outside their communities in ways that could leave their fire departments understaffed. Members will be deployed based on their availability, ensuring they can continue serving their local communities.

Thank you for your ongoing dedication to the safety of Nova Scotians. We look forward to collaborating with you in this important initiative and working together to strengthen fire services across the province.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Masland".

Minister Kim Masland

A handwritten signature in blue ink, appearing to read "John Lohr".

Minister John Lohr



Protect Liverpool Bay Association

980 Brooklyn Shore Road, Brooklyn, NS B0J 1H0
T: 902-350-2215 E: protectliverpoolbay.ns@gmail.com

April 22, 2025

Region of Queen's Municipality
249 White Point Road
Liverpool, Nova Scotia

Dear Mayor Christian & Members of Council,

RE: RQM's Intervenor Status for the upcoming, proposed Liverpool Bay Fish Farm Expansion

As you are aware, in March 2019, Cooke Aquaculture (Kelly Cove Salmon Ltd.) applied to expand its operations in Liverpool Bay to 60 pens (14 to 20 pens at Coffin Island and adding 20 new pens at both Fralics Cove and Mersey Point). A decision on this application will be made by the province's Aquaculture Review Board (ARB) following a public hearing for which the past RQM Mayor and Council had budgeted funds to act as an Intervenor in the process.

We (the Protect Liverpool Bay Association, aka PLB) would like to confirm: 1) the current Mayor and Councils' commitment to a position against the expansion of open net pen fish farms in Liverpool Bay and 2) that appropriate funds for continuing your role as an Intervenor will be considered in the 2025/2026 municipal budget deliberations.

PLB would appreciate being kept up to date on the Mayor and Council's decisions on this matter and are willing to assist with information to support our request if needed.

Sincerely,

A. Singleton for B. Muldoon

Brian Muldoon
PLB President

Mr. Mayor,

This is for your consideration .

I am the past president of the Liverpool Lions Club. I am writing to ask for your help in getting a Lions Club sign.

We have put approximately one hundred thousand dollars in funds in our town and I believe we should have a sign put up advertising our club. We were thinking around the Hank Snow Park. We have a metal sign but we need your help to put it up. We can give you a summary of monies we have put into the community if you wish. Thank you for any help you can give us.

Yours, Garry Conrad Past President

A handwritten signature in blue ink that reads "Garry Conrad". The signature is written in a cursive style with a large initial "G" and a long, sweeping underline.

Honourable Mayor Scott Christian
Region of Queens Municipality
249 White Point Road
Liverpool, Nova Scotia
B0T 1K0 Canada

April 10, 2025

Dear Mayor Christian,


The Board of The Liverpool Tennis and Pickleball Club is requesting the Region of Queens to provide any information they may have regarding the ownership and history of the structure located at 113 Church Street, which serves as the Clubhouse for The Liverpool Tennis and Pickleball Club. The Clubhouse is accessed from the municipal land where the tennis courts are located at 9 Park Street in Liverpool. There is no access to the interior of the Clubhouse from the 113 Church Street property. Any information The Region of Queens may possess will assist the Board in determining how to proceed with the Clubhouse's future use.

It is the current Board's understanding that the Clubhouse was constructed for the Liverpool Tennis Club approximately in 1922 and has been utilized as a Clubhouse for The Liverpool Tennis Club ever since. The Board is unaware if the Clubhouse was ever situated on the municipal land that is currently leased to the Club. The Board is also unaware how the Clubhouse came to be situated on privately owned land. We are uncertain whether the Clubhouse is owned by The Liverpool Tennis and Pickleball Club, the Region of Queens, or the owners of 113 Church Street. The Board is requesting any documentation that the Region may possess regarding the use of the Clubhouse, specifically in relation to the 113 Church Street property.

The current owners of 113 Church Street have expressed concerns regarding the condition, public safety, and use of the Clubhouse. The Board is also aware that various previous owners of 113 Church Street had concerns about the use of the Clubhouse although the Board does not have knowledge of those specific concerns.

The Liverpool Tennis and Pickleball Club is currently evaluating the feasibility of discontinuing the use of its current Clubhouse and replacing it with a structure on the municipal land that is currently leased to the Club. We seek The Region's input, both legal and non-legal, regarding the Club's potential dispossession of the Clubhouse.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Crawford". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Rob Crawford
Director
Liverpool Tennis and Pickleball Club
416-604-4460
rob crawford1108@gmail.com
liverpooltennisclubca@gmail.com

April 17, 2025

Mayor Scott Christian,

Thanks for taking the time to meet with us (last week?) to discuss the challenges the Liverpool Tennis and Pickleball Club are experiencing. Subsequent to our meeting our board has met a number of times to formulate an action plan. We would like to update you on our thoughts and welcome your and the ROQ's input and guidance.

As previously shared with you, David Durnford and Leslie Claney (the owners of the lot the current clubhouse is located on) had submitted a letter and met with our board on March 31st expressing concerns regarding the structural safety of the building and their desire that the club discontinue use of the building. Our board met with David & Leslie for a follow-up on Wednesday April 16th for further discussion. In addition, myself and my husband Stew spoke with David Durnford at the site this morning. Stew inspected the building with David and agrees that the building in its current state should not be actively used. David and Leslie have strongly expressed their desire that this situation be resolved as quickly as possible (if not immediately...)

The following actions have been taken. The lock on the building has been changed with only Cheryl Horton and Brian Ackerley (president of the club) having keys. Access to the building will only be allowed to turn the lights on and off. Use of the washrooms in the building has been discontinued and the water will remain shut off.

The board is recommending the following course of action:

Build and install a 10' x 12' shed on patio blocks located in the area in front of the existing building with appropriate setbacks from the side and rear lot lines. Labor to build it will be provided by club members. Current quote for materials is \$4500.

We met with Wayne Rafuse, (the electrician that the ROQ uses extensively) on site today to discuss the removal of the existing electrical equipment from the current building, re-install it in the new shed and any additional wiring work required. He has provided a "rough" quote of a maximum \$3000. Nova Scotia Power has been contacted and a site visit for a scope has been scheduled for May 7th.

The wiring which runs underground from the current building to the light standards will need to be excavated and a new trench dug to the new shed. The cost of the wiring is included in Wayne's quote however a mini excavator will be required. Best guess for cost is circa \$1000.

Access to a washroom facility is required for use by players. Three options have been explored. A port-a-potty could be placed adjacent to the new shed as its use is only required from April to November. The current land owners, David and Leslie are not happy with this option (and we expect other neighbors will feel similarly). Our board does not feel this is the best option. The new building will be large enough to house a one stall washroom so option two would be to excavate the sewer and water hookup to the current building and reconnect to the new shed. Cost of this is uncertain and the board is concerned it will be beyond their means. Option three is to purchase and install a chemical toilet in the shed at a cost of about \$2000.

The boards preference would be to have a much more longer-term plan for a more robust building and, as we discussed with you, there are significant additional needs at this site regarding badly deteriorating fencing and court surfaces and surrounding infrastructure.

In the short term we are faced with the strong possibility that pickleball and tennis will be discontinued immediately at this site if we don't move forward very quickly with an action plan which allows for continued use of the courts for the next number of years while long term options are explored with ROQ. We feel this is the most cost effective solution to solve the immediate needs.

Per our previous discussion, the financial means of the club are extremely limited. While we are exploring funding and grant potential, we feel that we do not have the time required to go through grant submission and approval process prior to taking action. In discussion with David and Leslie, it was very apparent that a timeline having the work completed by the end of June was very much at the limit of their patience.

We would like to proceed rapidly with this project. Total cost will be circa \$11,000. Obviously, we require both the input and approval of the ROQ to move forward. While we are hopeful to secure some private donations, this will effectively empty the coffers of the club. Any assistance ROQ can provide either in funds or in-kind help (i.e. use of a mini excavator etc.) would be welcomed.

Please let us know what further information we can provide or questions we can answer. Please route communication with the board through Cheryl Horton, 902-350-3414, cheryl@schorton.ca and / or Rob Crawford, 416-605-4460, robcraftord1108@gmail.com.

Once again, thanks for your time and consideration, we look forward to hearing back from you as soon as possible.

Regards



Cheryl Horton

To: Region of Queens Municipal Council

RE: Liverpool Tennis & Pickleball Club

Background info:

The Liverpool Tennis & Pickleball Club currently utilizes via a lease agreement the land and facilities owned by the ROQ at 9 Park Street, Liverpool. The club has been in existence since 1922. It currently has 76 active members as well as a high number of drop in or occasional players. Pickleball in particular has seen significant growth and the club offers learn to play instruction, recreational and competitive programs. Our junior program is being proactively expanded but has been placed on hold temporarily for the reasons detailed below.

The building used by the club which houses the electrical panels, washrooms and maintenance equipment is actually located on the adjoining property, and not owned by the club or the ROQ. This unusual arrangement has never been rectified.

The building now requires significant and costly repairs to the supporting structural piers which it is built on. The homeowners of the lot on which it sits have strongly expressed their concerns for liability, public safety and have asked that we vacate the building ASAP. Access to the building by the public and members has now been restricted by the club and the water for the washrooms remains turned off. As the building is not owned by the club or the ROQ and rests on the adjoining lot, repairs for continued use by the club are not possible or feasible.

Our ask of the ROQ is twofold:

One – The current site at Park Street is not ideal to allow for continued growth of the sports of tennis and pickleball. In addition to the building repair challenges, its size restricts growth and significant investment in repairs to the fencing and playing surface are required for the long term. Its location in the heart of a residential area is of concern. We request that the ROQ undertake an initiative to explore options to either relocate or renovate these badly needed recreation facilities.

Two – In the short term, in order to continue to operate, the club requires an interim solution to the basic infrastructure required. We would propose the following:

- Asking Region's approval to proceed with building a 10 x 16' shed for storage of equipment such as nets and balls, storage for battery operated lawn mower and garden tools, court maintenance items plus house the electrical panel for the light standards. It would be located between the existing building and the tennis rebound wall. Estimated cost is \$4500.
- Washroom facilities are required.

- Option 1: Add a portable toilet to the site. Considerable monthly costs to this and it would be on going expense. (\$145/month rent plus \$35 per each cleaning). Unit would have to be locked and chained to a solid structure.
- Option 2: Move existing toilet and sink into the shed, allowing for 1 stall, plumbing would have to be explored. Water and sewer disconnect and reconnection to town water at an unknown cost
- Option 3: Install a chemical toilet, approximate cost of toilet \$2000 on-going expense would be relatively minor with regular chemical treatments.
- A Purell hand sanitizer dispenser along with a water cooler may need to be purchased costs beginning at \$200.00
- Hydro to the shed – A scope has already been performed by NS Power; this is considered a new build. Reference # 10122465
- Per discussions with the electrician, move hydro from old club house to shed approximately \$3000. A new panel would be installed into the shed. This would include wiring of the light standards.
- Underground wiring that runs from the current building to the light standards will need to be excavated and a new trench dug to the shed. Best guess for excavation approximately \$1000
- In order to proceed we need a development permit from the Region (\$10.00) and possibly a building permit (size of shed will determine this)

The club is prepared to fully self-fund this project if required. This would be achieved by essentially emptying our reserve fund that was earmarked for resurfacing the courts. We would obviously welcome any help that could be provided by the ROQ either through funding or in-kind equipment usage to reduce the overall cost to the club.

We respectfully ask for approval by the ROQ to move this project forward in a timely fashion.

Respectively,

Liverpool Tennis & Pickleball Club

April 28, 2025



Library Administration
135 North Park Street, Unit B
Bridgewater, NS B4V 9B3

902-543-2548
info@sslibraries.ca
southshorepubliclibraries.ca

Memo to Council: Request for Mayoral Support on Library Funding Letter

TO: Councils of Municipal Units in Lunenburg and Queens Counties
FROM: Ashley Nunn-Smith, CEO & Chief Librarian, South Shore Public Libraries
DATE: April 30, 2025
RE: Request for Endorsement and Signature – Letter to the Province on Public Library Funding

Dear Council,

We are respectfully requesting that the mayors and wardens of the municipal units served by South Shore Public Libraries consider joining their municipal colleagues in the Annapolis Valley and Pictou-Antigonish regions by signing a letter (draft provided as an attachment) to the Honourable Dave Ritcey, Minister of Communities, Culture, Tourism and Heritage. The letter urges the Province of Nova Scotia to revisit the current public library funding formula, which has not been substantially updated in more than a decade.

Public libraries are more than repositories for books—they are essential service providers and inclusive community hubs. They deliver critical programs and services to all residents, including children, seniors, newcomers, and vulnerable populations. However, stagnant provincial funding is placing increasing strain on our ability to meet community needs.

The purpose of this joint letter is to present a unified voice from municipal leadership in the South Shore region in support of sustainable and equitable library funding. It is our hope that the Province will recognize the growing importance of libraries and respond by engaging with stakeholders to modernize the funding formula.

The attached letter has been prepared for consideration and is ready for endorsement. If your council is in agreement, we ask that your mayor or warden sign the letter and confirm participation at your earliest convenience.

We are grateful for your ongoing support of public libraries in our communities.

Sincerely,

Ashley Nunn-Smith
CEO & Chief Librarian, South Shore Public Libraries



April 30, 2025

The Honourable Dave Ritcey
Minister of Communities, Culture, Tourism and Heritage
1741 Brunswick St, 3rd Floor
P.O. Box 456, STN Central
Halifax, NS B3J 2R5

Email: MIN_CCTH@novascotia.ca

Dear Minister Ritcey,

We, the undersigned Mayors and Wardens representing the municipalities served by South Shore Public Libraries, write to you with a shared concern and a unified voice. As leaders of our communities, we are calling on the Province of Nova Scotia to revisit and revise the library funding formula, which is no longer sustainable or reflective of the growing needs and realities of public libraries in our region.

Public libraries are a cornerstone of healthy, connected, and resilient communities. In our towns and rural areas alike, libraries serve not only as vital access points for books and information, but also as trusted community hubs—offering everything from early learning programs and digital literacy training to newcomer supports, public internet access, job-seeking assistance, referrals to social and government agencies and resources, and safe, welcoming spaces for all ages.

Despite the growing demand for these services, provincial funding for public libraries has remained largely stagnant since 2003. Rising costs—driven by inflation and tariffs—have steadily eroded the purchasing power of public dollars year over year. The longstanding funding formula does not account for these economic pressures, population growth, or the evolving role of libraries in our communities. As a result, libraries are being asked to do more with less, straining the system and, in some cases, threatening the sustainability of essential services.

We appreciate the support the Province has shown to libraries in the past, and we recognize that public resources are limited. However, in times of economic uncertainty, public libraries play an increasingly critical role in supporting individuals and families. Maintaining a flat or outdated funding model in the face of increasing needs risks undermining the very goals we share: vibrant communities, equitable access to information, and lifelong learning opportunities for all Nova Scotians.

We urge the Province to engage in meaningful consultation with regional library boards and municipalities to develop a fair, modern, and responsive funding formula. As an immediate step, we also respectfully request that the Province approve the emergency bridge funding request of \$1.6 million. This temporary support is critical to sustaining essential services while a long-term solution is developed.

This is not only a matter of dollars and cents—it is a matter of equity, community well-being, and our shared future. We would welcome the opportunity to discuss this issue further and look forward to working collaboratively with your department to ensure that libraries continue to thrive as essential public institutions in our province.

Thank you for your attention and consideration.

Sincerely,

Allen Webber, Warden
Municipality of the District of Chester

Jamie Myra, Mayor
Town of Lunenburg

David Mitchell, Mayor
Town of Bridgewater

Scott Christian, Mayor
Region of Queens Municipality

Elsbeth McLean-Wile, Mayor
Municipality of the District of Lunenburg

Suzanne Lohnes-Croft, Mayor
Town of Mahone Bay

cc. Council of Regional Librarians
Mayor Pam Mood, President, NSFM
Lynn Somers, Director, Nova Scotia Provincial Library, CCTH
Stephanie Smith, Executive Director, Libraries, Archives, and Museums, CCTH
Christopher Shore, Deputy Minister, CCTH
Honorable John Lohr, Minister, Department of Finance and Treasury Board
Honorable Tim Houston, Premier of Nova Scotia

2025/2026 RQM Budget Alignment with Council priorities

May 6, 2025

Background

- ▶ Strategic Plan and associated priorities still in development
- ▶ Council values, themes raised in debate and discussion also influenced budget development (not just Council motions)
- ▶ Budgeted items where staff report and future Council consideration is recommended is noted with asterisk*

Environment & Infrastructure Pillar

Focus areas include asset management planning, emergency management, infrastructure reinvestment and expansion, coastal protection and flood mitigation.

▶ HR Capacity

- ▶ Protective Services Coordinator (new - vacant) to provide leadership and support for Police, Fire, Emergency Management, and Occupational Health & Safety.
- ▶ Emergency Management Coordinator and Alternate Coordinator competitive wages.
- ▶ Additional Water/Wastewater Operators (2) - (new)

▶ Programs & Services

- ▶ Water Rate Study - multi-year budget and water rate structure to be developed and submitted to the Nova Scotia Regulatory & Appeals Board.
- ▶ Increased budget for street sweeping and catch basin cleaning to remove sediment before outfall to environment.
- ▶ Conduct system assessment reports for South Queens and Caledonia wastewater treatment plants.

Environment & Infrastructure Pillar

Focus areas include asset management planning, emergency management, infrastructure reinvestment and expansion, coastal protection and flood mitigation.

- ▶ **Financial Resources - operations**
 - ▶ Grey Box site reconfiguration and signage initiative.
 - ▶ Expert third party resources budget (consulting)
- ▶ **Capital/Projects**
 - ▶ South Queens water/wastewater system upgrade and expansion to support rehabilitation and repair of existing systems and to create new water/wastewater serviced land for housing growth and development.
 - ▶ 2,000 metres of piped infrastructure to be replaced
 - ▶ 54% growth increase in system above existing population served
 - ▶ Eliminate lift station overflows and address sea level rise implications
 - ▶ Caledonia Wastewater System upgrades

Environment & Infrastructure Pillar

Focus areas include asset management planning, emergency management, infrastructure reinvestment and expansion, coastal protection and flood mitigation.

- ▶ Dry Hydrant installation.
- ▶ Administration Building - upgrade alternate power supply.
- ▶ Water Utility equipment.

Economy Pillar

Focus areas include creation of economic development plan, economic partnerships, regional economic collaboration, poverty reduction, tourism growth.

- ▶ HR Capacity
 - ▶ Economic/Community Development Coordinator to be filled
- ▶ Programs & Services
 - ▶ Marketing Levy research & development
- ▶ Financial Resources - operations
 - ▶ Branding/wayfinding budget allocation
 - ▶ Brochure/marketing material - updates and production
 - ▶ *Regional Economic Development partnership opportunities investigation
- ▶ Capital/Projects
 - ▶ Wastewater/water expansion to grow serviced land for development
 - ▶ South Queens Pool opportunity for events and competitions

Culture & Social Pillar

Focus areas include enhancing role as an active and supportive partner, improving access to programs and services, supports for people experiencing poverty, bringing awareness of gender-based violence & support prevention.

▶ HR Capacity

- ▶ *Senior Safety Coordinator - transition to municipal position to ensure ongoing services and supports for RQM residents in need.
- ▶ Programmer/Aquatics Coordinator - transition from seasonal aquatics coordinator to full-time position for aquatics programming, and to expand recreation programming and partnerships with community organizations.
- ▶ Queens Place Customer Service Representative hours increase to support services and employee safety.
- ▶ Community/Economic Development Officer - refill vacant position with modified job description with core functions including “Grant Funding Navigator” for community organizations, etc.

Culture & Social Pillar

Focus areas include enhancing role as an active and supportive partner, improving access to programs and services, supports for people experiencing poverty, bringing awareness of gender-based violence & support prevention.

▶ Programs & Services

- ▶ Development of renewed multi-year Physical & Active Living Strategy.
- ▶ Walking Track fees at Queens Place waived to increase accessibility and use.
- ▶ Increased recreation/community programming budget to support program expansion coordinated/developed by new Programmer position.

▶ Financial Resources - Operating

- ▶ *Major projects budget (\$450,000) - support for major community projects pending funding commitments from Provincial/Federal governments.
- ▶ Queens County Foodbank - increased grant to support Foodbank rent costs.
- ▶ Low-income property tax exemption program funding increase to support enhanced exemptions.
- ▶ *Budget allocation to enable development of low-income water rate support program.

Culture & Social Pillar

Focus areas include enhancing role as an active and supportive partner, improving access to programs and services, supports for people experiencing poverty, bringing awareness of gender-based violence & support prevention.

- ▶ Queens County Transit funding increase
- ▶ *Greenfield Recreation - increased funding support for facility operations
- ▶ Capital/Projects
 - ▶ South Queens Pool development
 - ▶ Splashpad accessible washrooms
 - ▶ Floating dock replacement Henry Hensey Drive
- ▶ Other

Governance Pillar

Focus areas include cultivating a positive & supportive corporate culture, improving approaches to good and respectful governance, improving internal and external communications, improving transparency & accountability.

- ▶ HR Capacity
 - ▶ IBEW Collective Agreement settlement with enhanced/competitive wages.
 - ▶ Deputy CAO position/department
 - ▶ Director, People & Culture (new) - human resource leadership position to lead employee engagement strategy, review and enhance human resource policy, and to support employees throughout the organization, etc.
 - ▶ Policy/Strategic Initiatives Coordinator (new) - lead and support development of municipal by-laws and policies, apply/for administer provincial/federal grant applications, coordinate municipal strategic/operations workplans, etc.
 - ▶ Administrative Assistant (new) - support for Mayor, Council, CAO, Deputy CAO, and Director, People & Culture.

Governance Pillar

Focus areas include cultivating a positive & supportive corporate culture, improving approaches to good and respectful governance, improving internal and external communications, improving transparency & accountability.

- ▶ Programs & Services
 - ▶ Information Technology
- ▶ Financial Resources - operating
 - ▶ Expert third party resources budget (consulting) when required, ex. Strategic Plan, Economic Development Plan, Recreation Master Plan, Organizational design & effectiveness reviews, etc.

aRegion of Queens Municipality Staff Report

To: Mayor and Council

From: Joanne Veinotte, Director of Finance

Date: May 13, 2025

Re: Draft 2025-2026 Operating, Capital, and Water Utility Budget


Background

Every municipality in Nova Scotia is required under the *Municipal Government Act* to approve an operating and capital budget each year and submit the details of such to the Minister of Municipal Affairs and Housing prior to September 30th. Similarly, those municipalities which have public water utilities are required to adopt a three-year water utility operating budget each year for submission to the Nova Scotia Utility and Review Board.

Details

Council has reviewed drafts of the budget at public meetings over the last three weeks and provided direction to staff for revisions. Attachments to this report include the revised Region of Queens Operating budget for 2025-2026 (including Hillview Acres), three year Water Utility Operating budget, the five year Capital Investment Plan and a list of motions for Council's consideration.

The operating budget shows a projected year end surplus of zero dollars (0) with the water utility projecting a deficit of \$813,099.



Budget highlights:

Assessment values increased by approximately \$87 million, generating increased tax revenue of approximately \$900,000.

New positions have been added to the budget that support the priorities of Council. These positions are focused on increasing the efficiency and effectiveness of the organization. A Director of People and Culture will work to engage employees while championing a healthy and safe work environment. This resource will enable directors to focus on their areas of strength, with confidence that their staff are being supported. A Policy/Strategic Initiatives Coordinator will lead the review of outdated bylaws and grant opportunities. The Administrative Assistant will ensure that senior leaders like the Mayor and CAO are able to maximize time spent on identified priorities rather than clerical functions. Finally, funding the Senior Safety Coordinator anchors this position in Queens and maintains a valued service to some of our most vulnerable citizens.

Community group funding has been increased in this budget by over \$50,000 for groups like Queens Country Transit, Greenfield Recreation and Queens County Food Bank. Council has responded to the needs articulated during various presentations identifying challenges. Additional funds have also been allocated that can be used to leverage other government agency partner contributions, maximizing resources for larger projects when identified.

Council has increased the low income tax exemption rebate amounts 25%, to \$500, \$440, and \$375, reducing the cost of property taxes to residents who are most in need.

A fund has also been set up to assist low income water rate payers for the fiscal year. Staff will be returning to Council with suggestions of how best to distribute.

Applicable Legislation

Section 65 of the *Municipal Government Act* states that a council shall adopt an operating budget and a capital budget for each fiscal year.



Budget Impacts

The proposed operating budget will see the base tax rates on all tax accounts remain unchanged beginning April 1, 2025. Residents subject to the Hydrant Charge for the Water Utility will see a one cent (1) decrease in that rate. Residents in Districts 1-12 will see a one cent (1) decrease for the Roads Area Rate.

Recommendations

- (1) **THAT** the Council of Region of Queens Municipality receives the report titled 'Proposed 2025-2026 Operating, Capital, and Water Utility Budget' for information.

Communications

Once approved by Council, a copy of the full budget will be posted on the Municipality's website. Additionally, links to the documents will be posted on our social media platforms shortly thereafter.

Budget Approval Motions

THAT the Council of the Region of Queens Municipality approve the 2025-2026 Operating Budget as presented.

THAT the Council of the Region of Queens Municipality approve the 2025-2030 Five Year Capital Investment Plan as presented.

THAT the Council of the Region of Queens Municipality approve the proposed 2025-2026 Water Utility Operating budget reflecting a deficit of \$813,098;

AND THAT the proposed three-year Water Utility Operating budget for the years 2025-2026, 2026-2027 and 2027-2028 be adopted and submitted to the Nova Scotia Utility and Review Board.

THAT the Council of the Region of Queens Municipality authorize the levying of a four (4) cent area rate in Assessment Districts 5 and 6, to be provided to Brooklyn Recreation Committee.

THAT the Council of the Region of Queens Municipality authorize the levying of a one point five (1.5) cent area rate in Assessment Districts 5 and 6, to be provided to Brooklyn Cemetery Committee.

THAT the Council of Region of the Queens Municipality authorize the levying of area rates for all assessment accounts according to the following rules:

Assessment Districts 1-12, excluding assessment account numbers 10148820, 10462223, and 00132837, a road levy charge of 75% of the provincially mandated road charge, as well as those properties in Assessment Districts 1, 3, 5, and 6 that are connected to, or have the ability to connect to, Liverpool's Water Utility hydrant charges at 100%.

Assessment District 13, as well as assessment account numbers 10148820, 10462223, and 00132837, debt charges for Assessment District 13 at 100%, roads, streets, and sidewalk expenses at 75%, engineering and public works equipment expenses at 75%, Liverpool street paving expenses at 100%, and Liverpool Water Utility hydrant charges at 100%.

THAT the Council of the Region of Queens Municipality authorize the levying of the following tax rates for Assessment District 13, as well as assessment account numbers 10148820, 10462223, and 00132837, effective April 1, 2025:

Residential and Resource base rates of \$1.04 per \$100 of assessment plus an area rate of 84.5 cents per \$100 of assessment for those properties connected to or have the ability to connect to Liverpool's Water Utility, or 76 cents per \$100 of assessment for those unable to connect to Liverpool's Water Utility.

Commercial base rate of \$2.14 per \$100 of assessment plus an area rate of 84.5 cents per \$100 of assessment for those properties connected to or have the ability to connect to Liverpool's Water Utility, or 76 cents per \$100 of assessment for those unable to connect to Liverpool's Water Utility.

AND THAT authorize be given to levy the following tax rates for Assessment Districts 1-12, excluding assessment account numbers 10148820, 10462223, and 00132837, effective April 1, 2025:

Residential and Resource base rate of \$1.04 per \$100 of assessment plus an area rate of 2 cents per \$100 of assessment for the provincially mandated road charge, and on all assessment accounts in Assessment Districts 1, 3, 5, and 6, for those properties connected to, or have the ability to connect to Liverpool's Water Utility, 8.5 cents per \$100 of assessment.

Commercial base rate of \$2.14 per \$100 of assessment plus an area rate of 3 cents per \$100 of assessment for the provincially mandated road charge, and on all assessment accounts in Assessment Districts 1, 3, 5, and 6, for those properties connected to, or have the ability to connect to Liverpool's Water Utility, 8.5 cents per \$100 of assessment.

Commercial Seasonal base rate of \$1.61 per \$100 of assessment plus an area rate of 2 cents per \$100 of assessment for the provincially mandated road charge.

THAT the Council of the Region of Queens Municipality establish June 1, 2025, as the due date for all property taxes, with no interest being charged for any taxes being paid on or before June 30, 2025.

THAT the Council of Region of Queens Municipality authorize the creation of an Operating Capital Project reserve for the purposes of funding smaller capital projects; to be funded by a transfer from the accumulated surplus of \$1,000,000.

AND THAT authorization be given for the creation of a District 13 reserve funded by any overage of revenues from the Roads and Streets, Debt and Paving District 13 area rate as compared to actual costs during the fiscal year.



2026-03-31

Region

Budget

1. Taxation

ASSESSABLE PROPERTIES

Residential	12,456,122
Commercial	2,013,631
Wind Turbine Act	25,218
	<u>2,038,849</u>
Resource	
Taxable Assessments	964,630
Forest Property-Less than 50,000 Acres	28,876
Forest Property -More than 50,000 Acres	111
	<u>993,617</u>
AREA RATES	
Hydrant Rate	201,424
Transportation-Roads & Sidewalks	
Districts 1-12	241,657
District 13	1,492,989
Debt-District 13	61,356
	<u>1,997,425</u>
Special Assessment	
Environmental Health-Caledonia	36,000
Environmental Health- Milton	50,500
Environmental Health- Liverpool	435,000
Environmental Health- Brooklyn	42,100
	<u>563,600</u>
Business Property	
Bell	48,000
Nova Scotia Power	1,329,946
Nova Scotia Power HST Rebate	50,000
	<u>1,427,946</u>
Other	
Deed Transfer Tax	1,100,000
Tax Recoveries	10,000
	<u>1,110,000</u>
Total Taxation	<u><u>\$ 20,587,560</u></u>



2026-03-31
Region
Budget

2. Grants in Lieu of Taxes

Federal Government	60,892
Provincial Government	
Provincial Property	85,400
Conservation GIL	14,375
Crown Timber Land	133,585
Fire Protection	22,698
	<u>256,058</u>

Total Grants in Lieu of Taxes \$ 316,950

3. Services Provided to Other Governments

Closure Costs Joint Service Board	13,600
Closure Costs Barrington	27,600
Closure Costs Clarks Harbour	4,400
Closure Costs Waste Check	184,300
Waste Check Solid Waste	1,436,300
Waste Check Under tonnage	36,900
Joint Service Board Solid Waste	122,800
Barrington Solid Waste	231,400
Clarks Harbour Solid Waste	37,900
Joint Service Board Organics	74,300
Barrington Organics	46,600
Joint Service Board Recycling	93,700
Barrington Recycling	26,700
Clarks Harbour Recycling	800
	<u>\$ 2,337,300</u>



2026-03-31
Region
Budget

4. Sales of Services

Protective Services

Parking Meters \$ 12,000

Public Health and Welfare Services

Revenue from Residents 1,647,397

Other Funding Sources 4,000

1,651,397

Environmental Health Services

Commercial Solid Waste 352,000

Commercial Organics 78,100

Mixed C&D and O/S Queens 136,400

Commercial Recyclables 9,600

Commercial Closure 206,800

Metal Sales 53,600

Sorted Commercial Queens 8,800

Sorted O/S Queens 35,200

Recycling Commodities 77,000

Contaminated Soil 39,600

Septage 111,100

1,108,200

Other

Tax Certificates 15,000

Total Sales of Services

\$ 2,786,597

5. Other Revenue from Own Sources

Licenses & Permits

Dog Registration Fees 11,000

Planning Department Zoning, etc. 7,500

Building Permits 30,000

Vendors License 2,500

Taxi-License & Operator 600

51,600

Fines

Parking Fines 1,000

Sheriff Fines 30,000

31,000

Rentals

LBDC 108,883

Registry of Deeds 16,470

Town Hall /Astor 6,000

Hangar Rent-Airport 4,000

135,353

Return on Investments

Interest on Investments 250,000

250,000



2026-03-31
Region
Budget

Other Revenue from Own Sources

Penalties and Interest on Taxes	175,000
Penalties and Interest on Misc.	10,000
	<u>185,000</u>

Recreation and Cultural Services

Queens Place Recreation Facility

Ice Rentals	210,000
Bar Operations	-
Fitness Revenue Memberships	165,000
Fitness Classes	2,200
Personal Trainer	10,000
Sponsorships & Advertising	40,000
Room Rentals (Fitness/Community)	25,000
Skate Sharpening	1,500
Indoor Track	5,000
Public Skating	2,400
Vending Machines Revenue	5,000
	<u>466,100</u>

DRAFT

Recreation Program Revenue

40,000

506,100

Miscellaneous

EPR Revenue	100,000
Race Track Revenue	9,600
Sundry Revenue	45,000
RCMP Criminal Checks	3,600
Vacancy Allowance	507,554
Visitor Information Center	4,500

Revenue collected for Other Government Agencies

Brooklyn Community Rate	49,761
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720,015

Total Other Revenue from Own Sources

\$ 1,879,068

6. Unconditional Transfer from Other Governments

Provincial Government

Farm Property Acreage	14,101
Municipal Financial Capacity Grant	1,343,225

Total Unconditional Transfers from Other Gov.

\$ 1,357,326



2026-03-31
Region
Budget

7. Conditional Transfers from Federal & Provincial Governments or Agencies

	-
RRF Funding	11,000
Diversion Credits	60,000
911 Cost Recovery Fund	4,600
Total Conditional Transfers	\$ 75,600

8. Other Transfers, Transfers from Reserves

Accumulated Surplus

Succession Planning	32,214
Grey Box new Site Set up	24,000
Community Group Funding Support	450,000
New Dry Hydrants	40,000
Intervenor Status	67,189
Paving rate funding	321,098
Transfer fr Surplus to balance rate change to zero	142,915
	<u>1,077,416</u>

Transfers from Special Operating Reserve

Shared Services Initial Costs	110,000
Hillsview Deficit transfer from reserve	192,259
Pine Grove	25,000
Accessibility	55,000

Transfers from Special Equipment Reserve

Fire Department Truck Reserve	309,071
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1,768,747
\$ 31,109,147



2026-03-31
Region
Budget

9. General Government Services

Legislative

Remuneration-Mayor	51,220
Remuneration-Council	179,520
Travel	14,000
Other Expenses	10,000
	<u>254,740</u>

General Administrative

Administrative	1,589,820
Administrative Benefits	10,512
Allocated -Water Utility	(58,070)
Office Expenses	75,600
Computer Insurance	9,000
Equipment Mtnc/Lease Costs	15,000
Computer System	307,602
Diversity Programs	25,000
Staff Training	50,000
	<u>2,024,464</u>

Financial Management	45,000
Bank Charges	2,200
	<u>47,200</u>

Taxation

Administration	76,620
Tax Billings	20,000
Tax Exemptions	163,000
Assessment Services	328,985
Other Taxation-Tax Sale Costs	28,560
	<u>\$ 617,165</u>

Common Services-Administration Building

Insurance	6,700
Electricity	36,400
General Maintenance	55,000
Utilities	1,720
	<u>99,820</u>

Other

Legal Services	177,000
General Recruiting Services	50,000
General Consulting	100,000
Safety Strategy Implementation	50,000
Contingency	100,000
Homeowners Association Fees	450
Utility Low Income Assistance	15,000
Staff Relations Fund	25,000
	<u>517,450</u>



2026-03-31
Region
Budget

Other General Government Services

Boundary Review	-
Municipal Election	-
	-

Conventions & Delegations

NSFM (Council + CAO)	25,600
FCM (Council + CAO)	12,200
Other Councillors Conferences	1,000
AMANS	8,818
	47,618

General Accident, Damage Claims & Public Liability Insurance

1,120

Grants to Other Organizations & Individuals

Community Investment Fund	175,000
	175,000

Other

Scholarships	9,000
Municipal Floats	1,600
Pension/Administration Costs	5,450
Advertising & Promotions	13,000
Grants to Organizations	535,500
Communications	15,000
	579,550

Valuation Allowance

Uncollectible taxes	15,000
	15,000

\$ 4,379,128



2026-03-31

Region

Budget

10. Protective Services

Police Protection

Administration-Prosecution Fees	12,400
DNA Testing	10,700
RCMP Satellite Office-Caledonia	600
Seniors' Safety Coordinator	74,966
Protective Services	2,864,265
	<u>2,962,932</u>

Building/Fire Inspection

Salary & Benefits	182,400
Telephone	1,700
Travel	5,000
Insurance Liability/Vehicle	2,591
Gasoline	12,600
Maintenance Vehicle	3,600
Supplies	500
Training/Memberships	5,000
Shared Services	110,000
	<u>323,391</u>

By Law Enforcement

Salary & Benefits	162,660
Gasoline	6,000
Uniform	3,000
Insurance Liability/Vehicle	1,904
Telephone	700
Training/Memberships	1,500
Unightly Premises	1,000
Dog Tags	850
Dog Pound General Maintenance	750
Bylaw Vehicle Maintenance	1,800
Parking Meter Repairs/Tickets	5,000
Supplies for Dog Control	500
	<u>185,664</u>
	<u>\$ 509,054</u>



2026-03-31
Region
Budget

Fire Fighting Force

Grants Volunteer Fire Departments/First Resp.	692,450
Safety Training	40,000
Reserve Fund-Fire Department Capital	415,470
Fire Department Equipment Purchases	309,071
Dry Hydrant Maintenance	10,000
Dry Hydrant Upgrades	40,000
Dry Hydrant Labour	60,820
Interest on Loans	525
Workers Compensation	18,400
Medical Insurance	6,200
1st Responders Insurance	1,185
Liability Insurance	13,925
	<u>1,608,047</u>

Fire Alarm Systems

Answering Contract	31,000
Base Station/Antenna	600
	<u>\$ 31,600</u>

Fire Protection

Water Supply and Hydrants	<u>\$ 201,424</u>
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Fire Station Building

Insurance/Building/Boiler	5,139
Building Fuel	26,000
Utilities	16,640
Building Repairs & Grounds	23,400
	<u>\$ 71,179</u>

Other Fire Protection

Snow Removal N.Q. Fire Hydrants	<u>5,000</u>
	<u>\$ 1,917,250</u>

Emergency Measures

Local EMO/GSAR	43,950
Insurance	985
Ground Search & Rescue- Building Fuel	5,000
Vehicle/Liability Insurance	9,808
Electricity	1,660
Building Maintenance	3,750
	<u>65,153</u>

Total Protective Services

	<u><u>\$ 5,454,388</u></u>
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2026-03-31
Region
Budget

11. Transportation Services

Common Services-Administration

EPW Wages	570,790
Sanitary Supplies	36,750
Communication Services	33,180
Licensing and Memberships	40,000
	<hr/>
	680,720

Common Services-Equipment Operations

Salary & Benefits Mechanic	83,040
Equipment Oil & Fluids	25,000
Equipment Gas	32,550
Equipment Diesel	20,000
EPW Vehicle Maintenance	173,750
Trucks/Trailer-Insurance	28,276
Small Equipment Maintenance	44,250
Plow Insurance	857
Heavy Equipment Maintenance	184,000
Loader-Insurance	3,428
Backhoe - Insurance	429
	<hr/>
	\$ 595,579

Small tools and Equipment

Small Tools and Equipment	34,000
Public Works Safety Equipment	45,000
	<hr/>
	79,000

Storage

Insurance	548
Grounds Utilities	15,600
Grounds Crew General Maintenance	10,000
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	26,148

Works Garage

Public Works Renovation	12,000
Insurance	2,934
Works Utilities	29,640
Works Department General Maintenance	81,000
	<hr/>
	125,574

Total Common Services

1,507,021



2026-03-31
Region
Budget

Road Transport

Roads and Streets

Road Levy	306,840
J Class Road Cost Share	-
Street and Road Maintenance	103,890
Street and Road Maintenance - Labour	532,360
Sidewalks Material	64,290
Sidewalks Labour	60,820
Storm Water Management	10,000
Storm Water Management - Labour	50,180
De-Icing Materials Supply	75,000
Traffic Signals and Markings	99,392
Traffic Calming Labour	50,180
Equipment Permitting	16,500
Asphalt Paving	391,230
	<u>1,760,682</u>

Debenture Principal & Interest

Principal	64,856
Interest	18,994
	<u>83,850</u>

Road Transport

Street lighting

Rental	273,000
Street Light Maintenance	19,000
	<u>292,000</u>

Airport

Airport Insurance	4,628
Building/Grounds	2,500
Heat/Lights/Fuel	2,730
	<u>9,858</u>

Total Transportation Services

\$ 3,653,411

12. Environmental Health Services
R.Q.M. Sewage Administration

Insurance-Caledonia	3,194
Administrative Supervision	154,880
Insurance-STP Liverpool	15,518
Insurance-Milton	3,880
Insurance- Brooklyn	1,948
Consulting Services	30,000
WW Continuing Education/Certification	17,910
	<u>227,331</u>

R.Q.M. Sewage Collection Systems

SQ WW Collection Wages and Benefits - Hourly	130,130
SQ WW Collection Wages and Benefits - Salary	2,140
SQ WW Collection Maintenance	180,000
NQ WW Collection and Treatment Maintenance	129,500
NQ WW Collection and Treatment Wages and Benefits	46,350
	<u>488,120</u>

R.Q.M. Sewage Treatment & Disposal

SQ WW Treatment Operations	221,825
SQ WW Treatment Wages and Benefits	46,350
	<u>268,175</u>

Debenture Principal & Interest

Principal	162,731
Interest	30,688
	<u>193,418</u>

R.Q.M. Total Sewage and Disposal

	<u>\$ 1,177,044</u>
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Garbage Collection & Disposal
Administration

Salary and Benefits	208,030
SW Administrative Travel	2,000
SW Administrative Communications	1,500
Public Engagement	17,500
Curbside Inspection	25,000
	<u>254,030</u>

Garbage & Waste Collection

Derelict Vehicle Program	1,000
Solid Waste Transportation Contract	557,820
Grey Box & Green Cart Maintenance	74,480
Grey Box & Green Cart Maintenance - Labour	60,820
Solid Waste Collection Contracts	1,072,140
	<u>1,766,260</u>



2026-03-31

Region

Budget

Landfill

SW Wages and Benefits	436,630
Insurance	11,042
SW Facility Operation and Maintenance	380,300
HHW Operation and Maintenance	37,000
Control Program and Testing	62,500
Leachate Management	75,000
Leachate Transportation wages	148,920
Reserve Fund-Spec Cap-Post Closure-Cont.	450,000
Reserve Fund-Spec Cap-Post Closure Queens	550,000
	<u>2,151,392</u>

Debenture Principal & Interest

Principal	68,987
Interest	2,311
	<u>71,298</u>

Recycling

MRF Operation and Maintenance	110,300
Insurance	4,229
Organics Transfer Operation and Maintenance	264,500
MRF Wages and Benefits	491,420
Leaf and Yard Waste Operations	55,000
	<u>925,449</u>

Total Garbage & Waste Collection & Disposal

5,168,430

Total Environmental Health Services

\$ 6,345,474

13. Public Health & Welfare Services

Hillsview Acres	1,843,656
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\$ 1,843,656



2026-03-31
Region
Budget

14. Environment Development Services

Planning

Administration

Salaries & Benefits	455,290
Supplies	3,000
	<u>458,290</u>

Planning Other

Travel	250
Liability Insurance	977
Civic Number Private Road Signage	1,000
Training/Memberships	1,200
Advertising	1,000
Heritage Property	1,200
GIS Project	5,750
Meeting support	2,500
Community Outreach	10,000
Accessibility Planning/Implementation Misc.	12,500
Planning Projects Reserve	15,000
Surveying	5,000
	<u>56,377</u>

Total Environmental Planning & Zoning

514,667

Other Environment Development Services

Tourism & Economic Development

Salaries & Benefits	<u>347,423</u>
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Supplies/Materials/Operations

Supplies	500
Library/Resource	150
	<u>650</u>

Department Services/Projects

Brochure Update & Productions	15,000
	<u>15,000</u>

Queens Waterfront Development

Insurance	890
Port Medway Maintenance	8,820
	<u>9,710</u>

Publicity & Advertising

Website Development	12,000
Signage Development & Mtnce.	12,500
Promotions and Advertising	25,000
	<u>49,500</u>



2026-03-31

Region

Budget

Facilities

Christmas Lighting/Wreaths	21,000
VIC Maintenance	21,000
	<u>42,000</u>

Fort Point Lighthouse Park

Insurance	950
Utilities	3,220
Fort Point Maintenance	6,000
	<u>10,170</u>

LBDC

LBDC Maintenance and Operation	154,050
Real Property Taxes	15,800
Insurance	9,636
	<u>179,486</u>

Other

VIC Operations	45,142
Insurance	1,913
Training	3,000
Travel	1,500
Membership	4,400
	<u>55,954</u>

Economic Development

Regional Beautification / Façade program	40,000
Regional Economic Development	10,000
Branding/Wayfinding	50,000
Events Strategy Implementation	50,000
Caledonia Corner Park	30,000
Economic Development Data and Profile	5,000
Community Economic Diversification	35,000
	<u>220,000</u>

Total Tourism and Economic Development

929,894

Total Environmental Development Serv

\$ 1,444,561



2026-03-31
 Region
 Budget

15. Recreation and Cultural Services

Recreation Facilities

Swimming Pool/Beach

Staff Wages/Benefits-NQAC	32,360
Utilities-NQAC	1,810
Supplies-NQAC	10,000
NQAC Maintenance	8,000
Staff Training/Travel-NQAC	7,500
Insurance-NQAC	1,104
Beach Meadows Beach Maintenance and Operation	21,250
	<u>82,024</u>

Parks/Playgrounds

Park Facilities Maintenance and Operation	112,125
Grounds Crew Wages	411,686
Grounds Crew Gas	13,500
Insurance	2,429
Playground Maintenance and Operation	28,450
	<u>568,190</u>

Queens Place Community Facility

Salary & Benefits	466,260
Salary & Benefits- Operations	344,860
Bar/Beverage Supplies	8,500
Concessions Equipment & Supplies	5,000
License & Fees	20,000
Advertising & Promotion	15,000
Staff Training / Memberships	12,000
Special Events (facility rental)	25,000
Office Supplies/Postage	6,400
Insurance	17,955
Fuel Cost	74,000
Sewer & Water Fees	12,000
Telephone / Cable	7,000
Power	315,120
Propane	2,200
Fitness Center	35,000
General Equipment	20,000
General Operations	28,000
Facility Building Maintenance	140,000
	<u>1,554,295</u>

Debenture Principal & Interest

Principal	158,369
Interest	46,041
	<u>204,410</u>

Subtotal Recreation Facilities

2,408,919



2026-03-31
Region
Budget

Cultural Buildings & Facilities

Historical Burial Grounds 1,000

Museums

Blacksmith Museum 3,500

Insurance 814

Old Town Hall/Astor Insurance 4,374

Old Town Hall/Astor Electricity & Fuel 35,360

Old Town Hall/Astor General Maintenance 80,000

Old Town Hall/Astor Operations 2,400

126,448

Other

Court House Power Water & Sewer 2,600

Heat 5,500

Insurance, Fire & Liability 1,195

Courthouse General Maintenance 10,000

19,295

Library

Regional Library 92,000

92,000

Other Recreation and Cultural Services

Salaries & Benefits 201,780

Telephone 410

Travel 4,090

Equipment 4,090

Community Workshops 3,840

Health and Wellness Initiatives 1,530

Active Transportation 1,530

Volunteer Recognition 1,230

Promotion 820

Community Grants & Programs Recreation 41,500

Aquatic Training 3,070

Memberships 1,530

Training/Workshops 3,070

Physical Activity Strategy Implementation 52,990

321,480

Less: transmission of taxes collected for Other Governments

Brooklyn Cemetery/Recreation 49,761

Total Recreation & Cultural Services

\$ 3,018,903

Transfers to Own Reserves, funds & Agencies



2026-03-31
Region
Budget

Reserve Transfer-Special Operating Reserve

Airport Reserve- New 23/24	12,000
2ND Generation Landfill	150,000
First Responders	5,000
Sidewalk Renewal	25,000
	<u>192,000</u>

Reserve Transfer - Equipment Reserve

Landfill Equipment	200,000
General Equipment Reserve	250,000
Equipment Reserve shortfall CIP purchases	170,610
	<u>620,610</u>

**Total Transfers to Own Reserves, funds
and agencies**

812,610

Conditional Transfers to other governments and agencies

Appropriation to Regional School Board 4,157,016

**Total Conditional Transfers to other
governments and agencies**

4,157,016

Total Fiscal Services

\$ 4,969,626

Total Expenditures

31,109,147

Operating Surplus

(0)



2026-03-31
Region
Budget

**Hillsview Acres
EXPENDITURES**

SALARIES & BENEFITS	
Salaries & Wages	1,464,552
Benefits	
	<u>1,464,552</u>
BUILDING EXPENSES	
Smoke Detectors & Fire Alarm	4,000
Electricity	21,840
Fuel	35,000
Propane	8,500
Insurance	4,914
Sprinkler Repairs	17,000
General Maintenance	60,000
	<u>151,254</u>
EQUIPMENT & SUPPLIES	
Equipment & Material	4,000
Cleaning Supplies	13,000
Supplies & Utensils	2,400
Linen Supplies	3,000
Supplies	3,000
Grounds Maintenance	3,000
	<u>28,400</u>
RESIDENT'S EXPENSES	
Food	120,000
Kitchen- Non food	5,000
Medical Supplies	14,000
Sanitary Supplies	3,000
Medication	250
Activity Supplies	19,500
	<u>161,750</u>
Telephone	5,000
Travel-Administration	1,700
Agency Staffing	5,000
Training	20,000
Office Supplies	6,000
	<u>37,700</u>
TOTAL	<u><u>1,843,656</u></u>



2026-03-31

Region

Budget

Water Utility

REVENUES

Operating Revenues

Metered Sales	610,746
Public Fire Protection	201,424
	<hr/>
	812,170

Other Operating Revenues

Sprinkler Service	5,400
Plate Fee & Shut off	4,400
Connections Fee	3,000
	<hr/>
	12,800

NON OPERATING REVENUE

Interest	15,000
Miscellaneous	
	<hr/>
	15,000

TOTAL REVENUE

839,970

EXPENDITURES

SOURCE OF SUPPLY

Supervision and Engineering	14,435
Labour	13,900
Insurance	1,937
Lake Inspections	70,000
Screen Maintenance - Labour	6,500
Wildlife Management	1,500
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TOTAL SOURCE OF SUPPLY	108,272

WATER TREATMENT (Purification)

Salaries and Benefits - Supervisory	63,840
Labour	104,280
Chemicals and Additives	208,000
Water Testing	30,000
Facility Repairs and Maintenance	79,500
Process Equipment	114,275
Electricity	103,370
Generator	5,200
Phone/Internet	3,720
Contracted Services	50,475
Allocated Services	13,475
TOTAL WATER TREATMENT	776,135

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TRANSMISSION AND DISTRIBUTION

Salaries and Benefits - Supervisory	22,910
Reading Meters Expense - Labour	23,170
Mains - Labour	37,080
Meters - Labour	14,840
Water Leaks - Labour	99,450
Flushing - Labour	8,380
Maintenance Hydrant/Valves-Labour	43,350
Other- Labour	39,180
Maintenance of Mains (Materials)	25,000
Use of Gravel	2,500
Maintenance of Meters	30,000
Maintenance of Hydrants/Valves	18,000
Leak Detection	30,000
Street Patching	40,000
Cowie Well - Public Tap	5,500
Allocated Services	31,441
TOTAL TRANSMISSION AND DISTRIBUTION	470,801



2026-03-31
Region
Budget

Allocated Services - T/D 70% Treatment 30%

Truck Repairs - Transportation	4,885
Insurance	1,116
Excavator Repairs	10,185
Tools & Shop Expense	5,000
Safety Equipment	8,000
Computer Services	14,200
Meal Allowance	1,330
Travel	200
TOTAL ALLOCATED SERVICES	44,916

ADMINISTRATION AND GENERAL

Office Salaries	58,066
Office Supplies and Expenses	2,000
Contracting Services	2,400
Rate Study	12,000
Advertising Expense	4,250
Courses and Seminars	9,000
Auditors	6,900
Legal	500
UARB Utility Levy	1,793
Insurance	11,040
TOTAL ADMINISTRATION AND GENERAL	107,949

Depreciation	117,000
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TOTAL OPERATING EXPENDITURES	1,580,157
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NON OPERATING EXPENDITURES

Principal	59,689
Interest/Discount	13,222
TOTAL NON OPERATING EXPENDITURES	72,911

TOTAL OPERATING AND NON OPERATING EXPENDITURES	1,653,068
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SURPLUS/DEFICIT	(813,099)
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5 YEAR CAPITAL INVESTMENT PLAN - 2025-2030

Fiscal Year	Project	Municipal Reserves	Municipal Surplus	Provincial Funding	Federal Funding	Private Funding	Long Term Borrowing	TOTAL	
2025-2026	Accessible Washrooms - Splash Pad				\$ 425,810		\$	425,810	
	Acquisition Truck	\$ 98,660					\$	98,660	
	C&D Site Improvements		\$ 380,000				\$	380,000	
	Gorham Planter Rehabilitation	\$ 81,010					\$	81,010	
	Infrastructure - Beach Meadows Beach				\$ 145,400		\$	145,400	
	LBDC HVAC Replacement						\$ 934,710	\$	934,710
	LBDC Library Renovations				\$ 147,350			\$	147,350
	Liverpool Bridge Sidewalk Redesign		\$ 181,749					\$	181,749
	Mount Pleasant Services Extension Design				\$ 255,240			\$	255,240
	MPSE - Extension				\$ 10,506,200			\$ -	10,506,200
	MPSE - Wastewater Lift Station upgrading				\$ 1,250,000			\$ 2,857,996	4,107,996
	MPSE - Water Transmission Extension Phase V	\$ 739,439						\$	739,439
	Old Burial Ground Wall Rehabilitation	\$ 101,780						\$	101,780
	PLC Computer for Water Utility	\$ 135,000						\$	135,000
	Queens Place Drive services extension		\$ 540,060					\$	540,060
	Queens Place LED light refit	\$ 53,000						\$	53,000
	Queens Place Compressor panel	\$ 71,000						\$	71,000
	Queens Place Audio System replacement	\$ 60,000						\$	60,000
	Replacement #102 Truck	\$ 98,660						\$	98,660
	Replacement #202 Truck							\$ 238,870	238,870
	Replacement #204 Truck							\$ 389,460	389,460
	Replacement #506 Waste Handler - Landfill	\$ 114,240						\$	114,240
	Replacement #702 Compaction - Works	\$ 223,290						\$	223,290
	Sidewalk Millard to Harley Umphrey Section 1		\$ 400,835		\$ 325,165			\$	726,000
	Solid Waste Facility - Scale Refit	\$ 303,775						\$	303,775
	Sewer Treatment Plant UV Upgrades				\$ 207,710			\$	207,710
	South Queens Outdoor Pool		\$ 630,537	\$ -			\$ 3,000,000	\$ 2,000,000	5,630,539
	Town Hall Accessible Washroom		\$ 50,000					\$	50,000
	Waterloo East Phase IIIB	\$ 492,760		\$ 602,250	\$ 730,000			\$	1,825,010
	TOTAL		\$ 2,572,614	\$ 2,183,181	\$ 11,363,690	\$ 3,231,435	\$ 3,000,000	\$ 6,421,036	\$ 28,771,958

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Fiscal Year	Project	Municipal Reserves	Municipal Surplus	Provincial Funding	Federal Funding	Private Funding	Long Term Borrowing	TOTAL
2026-2027	Liverpool Bridge AT Implementation				\$ 290,800			\$ 290,800
	Mill Brook Flume Assessment	\$ 93,470						\$ 93,470
	MPSE - Main Street - Union St to Brunswick	\$ 673,711	\$ 1,010,567					\$ 1,684,278
	MPSE - Water Transmission Redundancy Phase III RT to Mersey	\$ 523,769						\$ 523,769
	Replacement #103 Truck - Landfill	\$ 98,660						\$ 98,660
	Replacement #210 Truck	\$ 148,520						\$ 148,520
	Replacement #303 Waste handler - Landfill	\$ 498,510						\$ 498,510
	Replacement #509 Loader	\$ 270,030						\$ 270,030
TOTAL		\$ 2,306,671	\$ 1,010,567	\$ -	\$ 290,800	\$ -	\$ -	\$ 3,608,038
2027-2028	Carton Street - Infrastructure Upgrading				\$ 384,270			\$ 384,270
	MPSE - Mersey Court to Wolfe		\$ 1,345,369					\$ 1,345,369
	Parker Street - Infrastructure Upgrading				\$ 664,680			\$ 664,680
	Replacement #104 Truck	\$ 98,660						\$ 98,660
	Replacement #205 Tractor and #605 Tanker - Landfill	\$ 394,140						\$ 394,140
	Replacement #206 Van	\$ 77,890						\$ 77,890
	Replacement #701 Compaction - Landfill	\$ 202,520						\$ 202,520
	TOTAL		\$ 773,210	\$ 1,345,369	\$ -	\$ 1,048,950	\$ -	\$ -
2028-2029	MPSE - Main Street - Brunswick to C608 - Infrastructure Upgrading						\$ 2,433,988	\$ 2,433,988
	MPSE - Waterloo & College - Infrastructure Upgrading		\$ 1,910,218					\$ 1,910,218
	Replacement #105 Truck	\$ 98,660						\$ 98,660
	Replacement #301 Excavator - Landfill	\$ 498,510						\$ 498,510
	Replacement #505 Loader	\$ 431,010						\$ 431,010
	Zwicker Avenue - Infrastructure Upgrading		\$ 250,000		\$ 954,740			\$ 1,204,740
TOTAL		\$ 1,028,180	\$ 2,160,218	\$ -	\$ 954,740	\$ -	\$ 2,433,988	\$ 6,577,126

Fiscal Year	Project	Municipal Reserves	Municipal Surplus	Provincial Funding	Federal Funding	Private Funding	Long Term Borrowing	TOTAL
2029-2030	Keddy Lane - Infrastructure Upgrading				\$ 280,410		\$	280,410
	MPSE - Henry Hensey to Union St PS - Infrastructure Upgrading						\$ 996,189	996,189
	MPSE - Main Street - C608 to Wolfe - Infrastructure Upgrading				\$ 450,000		\$ 1,860,748	2,310,748
	Replacement #106 Truck	\$ 98,660					\$	98,660
	Replacement #107 Truck	\$ 98,660					\$	98,660
	Replacement #117 SUV	\$ 51,930					\$	51,930
	Replacement #213 Tandem Landfill	\$ 249,260					\$	249,260
TOTAL		\$ 498,510	\$ -	\$ -	\$ 730,410	\$ -	\$ 2,856,937	\$ 4,085,857
5-YEAR TOTAL		\$ 7,179,185	\$ 6,699,335	\$ 11,363,690	\$ 6,256,335	\$ 3,000,000	\$ 11,711,960	\$ 46,210,507

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**Region of Queens Water Utility
Budgeted Statement of Operations**

	25/26 (Budget)	26/27 (Budget)	27/28 (Budget)
REVENUES			
Operating Revenues			
Metered Sales	610,746	622,961	635,420
Public Fire Protection	201,424	201,424	201,424
	812,170	824,385	836,844
Other Operating Revenues			
Sprinkler Service	5,400	5,454	5,509
Plate Fee & Shut off	4,400	4,400	4,400
Lateral Connection	-	-	-
Connections Fee	3,000	3,000	3,000
	12,800	12,854	12,909
Non Operating Revenues			
Interest	15,000	15,000	15,000
Miscellaneous	-	-	-
	15,000	15,000	15,000
TOTAL REVENUE	839,970	852,239	864,753
EXPENDITURES			
SOURCE OF SUPPLY			
Supervision and Labour	28,335	29,043	29,769
Reservoir Insurance	1,937	1,976	2,075
Lake Inspections	70,000	1,000	1,000
Screen Maintenance - Labour	6,500	2,500	2,500
Screen House Maintenance	-	-	-
Wildlife Management	1,500	1,500	1,500
TOTAL SOURCE OF SUPPLY	108,272	36,019	36,844
WATER TREATMENT (Purification)			
Salaries and Benefits - Assistant Engineer 15%	63,840	65,436	67,072
Salaries and Benefits - Director of Engineering	-	-	-

	25/26	26/27	27/28
	(Budget)	(Budget)	(Budget)
Labour	104,280	106,887	109,559
Chemicals and Additives	208,000	218,400	229,320
Water Testing	30,000	31,500	33,075
Facility Repairs and Maintenance	79,500	47,500	47,500
Process Equipment	114,275	119,989	125,988
Electricity	103,370	107,505	111,805
Generator	5,200	5,460	5,733
Phone/Internet	3,720	3,832	3,947
Contracted Services	50,475	52,999	55,649
Allocated Services	13,475	14,101	14,754
TOTAL WATER TREATMENT	776,135	773,608	804,401

TRANSMISSION AND DISTRIBUTION

Salaries and Benefits - Assistant Engineer 5%	22,910	23,483	24,070
Salaries and Benefits - Director of Engineering 5%		-	
Reading Meters Expense	23,170	23,749	24,343
Labour - Mains	37,080	38,007	38,957
Labour - Meters	14,840	15,211	15,591
Labour - Water Leaks	99,450	101,936	104,485
Labour - Flushing	8,380	8,590	8,804
Labour - Other	43,350	44,434	45,545
Maintenance of Mains (Materials)	39,180	41,139	43,196
Use of Gravel	25,000	26,250	27,563
Maintenance of Meters	2,500	2,625	2,756
Maintenance of Hydrants/Valves	30,000	31,500	33,075
Maintenance Hydrant/Valves-Labour	18,000	18,450	18,911
Street Patching	30,000	31,500	33,075
Leak Detection	40,000	10,000	10,000
Cowie Well - Public Tap	5,500	4,000	4,000
Allocated Services	31,441	32,902	34,425
TOTAL TRANSMISSION AND DISTRIBUTION	470,801	453,775	468,796

Allocated Services - T/D 70% Treatment 30%

Truck Repairs - Transportation	4,885	5,007	5,132
Vehicle Insurance	1,116	1,171	1,230
Excavator Repairs	10,185	10,694	11,229
Tools & Shop Expense	5,000	5,250	5,513
Safety Equipment	8,000	8,400	8,820

	25/26	26/27	27/28
	(Budget)	(Budget)	(Budget)
Computer Services	14,200	14,910	15,656
Meal Allowance	1,330	1,370	1,400
Travel	200	200	200
TOTAL ALLOCATED SERVICES	44,916	47,003	49,179
 ADMINISTRATION AND GENERAL			
Accounts Written-off			
Office Salaries	58,066	59,518	61,006
Office Supplies and Expenses	2,000	2,060	2,122
Contracting Services	2,400	2,472	2,546
Advertising Expense	4,250	4,378	4,509
Courses and Seminars	9,000	9,270	9,548
Rate Study	12,000		
Auditors	6,900	7,107	7,320
Legal	500	500	500
UARB Utility Levy	1,793	1,847	1,902
Insurance	11,040	11,592	12,172
TOTAL ADMINISTRATION AND GENERAL	107,949	98,743	101,625
Depreciation	117,000	119,000	121,000
TOTAL OPERATING EXPENDITURES	1,580,157	1,481,145	1,532,666
 Non Operating Expenditures			
Principal	59,689	66,689	66,689
Interest	13,222	12,444	10,678
	72,911	79,133	77,367
TOTAL EXPENDITURES	1,653,068	1,560,278	1,610,033
SURPLUS/(DEFICIT)	(813,099)	(708,039)	(745,280)

Region of Queens Municipality Staff Report

To: Council

From: Steve Burns, Community Economic Development Officer

Date: May 13, 2025

Re: Community Investment Fund 2025-2026

Background


The Community Investment Fund (CIF) is entering its 7th year. It was initially approved by Council on November 27, 2019, and amended by Council on January 14, 2020.

Total funding available in the 2025-2026 budget year is in process of being approved by Council, however authorization has been extended by Council to fund a portion of the initial wave of Operating Fund and time sensitive applications that have been received to date. The deadline for Operational funding under the program was January 31, 2025.

All other funds are available for application throughout the year and will commence acceptance with budget approval. CIF grants at that point will continue until the funds in the program are spent.

Details

The funding requests below are recommended for approval completed within the guidelines of the Operational portion of the Community Investment Fund.



In addition to those presented today there are additional applications that have been received. These are currently being reviewed in anticipation of budget approval. Upon budget approval these too will be brought forward with recommendations to Council.

Organizations are eligible for Operating Investment Funds under three categories:

- a) Up to \$10,000 annually for organizations that own their own facility or have a long-term lease for such, where the program or services are well established, and are open to all members of the public;
- b) Up to \$5,000 annually to assist community organizations with financial support to offer year-round programs, or services to residents of Queens County and visitors that highlight and advance the local culture, heritage, sport, recreation, community, or social development in a sustainable and inclusive manner;
- c) Up to \$1,000 annually to assist community organizations with financial support to offer new or expanded programs, or services seasonally for residents, or to support long-standing programs or services that have been in existence for more than five years.

Below is a summary of a number of the initial Operational Investment Fund applications for the 2025-2026 budget year:

CJQC Radio Society

Request: \$5,000 – Operational

CJQC Radio Society's has requested assistance with operational expenses for Queens County Community Radio Station. Total eligible projected expenses for 2025-2026 are \$17,050.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

South Shore Flying Club

Request: \$8,063 – Operational

South Shores Flying Club's request is for assistance with operational expenses. The recommendation is less than the amount requested based on current cash assets. Total eligible expenses contained in the request for 2025-2026 are \$8,063.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

Friends of Hank Snow Society**Request: \$10,000 – Operational**

Friends of Hank Snow Society's request is for operational funds for Hank Snow Home Town Museum. Total eligible projected expenses for 2025-2026 are \$30,640.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

Medway & Area Heritage Society**Request: \$4,535 – Operational**

Medway & Area Heritage Society's request is for assistance with operational expenses related to entities under their purview. The recommendation is less than the amount requested based on current cash assets. Total eligible projected expenses for 2025-2026 are \$4,535.00. All required documentation was provided, and request meets Policy 11 – Community Investment Fund's criteria.

South Queens Chamber of Commerce**Request: \$5,000 – Operational**

South Queens Chamber of Commerce's request is for assistance with operational expenses. The recommendation is less than the amount requested based on current cash assets. Total eligible projected expenses for 2025-2026 are 11,184.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

Mersey Band Society**Request: \$5,000 - Operational**

Mersey Band Society's request is for assistance with operational expenses. The recommendation is less than the amount requested based on the ineligible costs attributed within the budget scope. Their total eligible projected expenses for 2025-2026 are \$3,121.00. All required documentation was provided, and the request meets Policy 11- Community Investment Fund's criteria.

Milton Canoe & Camera Club**Request: \$4,061 – Operational**

Milton Canoe & Camera Club's request is for assistance with operational expenses. The recommendation is less than the amount requested based on current cash assets. Their total eligible projected expenses for 2025-2026 are \$4,061.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund's criteria.

Friends of Carroll Baker Society**Request: \$10,000 – Operational**

Friends of Carroll Baker Society's request is for assistance with operational expenses. The recommendation is less than the amount requested based on

current cash assets. Their total eligible projected expenses for 2025-2026 are \$12,681.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund’s criteria.

Queens County Fair Association

Request: \$10,000 – Operational

Queens County Fair Association's request is for assistance with operational expenses for the Queens County Fair Grounds. Total eligible projected expenses for 2025-2026 are \$72,528.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund’s criteria.

Seaside Recreation & Community Centre

Request: \$10,000 – Operational

Seaside Recreation & Community Centre's request is for assistance with operational expenses for Seaside Recreation & Community Centre. The recommendation is less than the amount requested based on current cash assets. Total eligible projected expenses for 2025-2026 are \$26,700.00. All required documentation was provided, and request meets Policy 11 – Community Investment Fund’s criteria.

North Queens Board of Trade

Request: \$10,000 – Operational

North Queens Board of Trade's request is for assistance with operational expenses. Their total eligible projected expenses for 2025-2026 are \$15,950.00. All required documentation was provided, and the request meets Policy 11 – Community Investment Fund’s criteria.

Applicable Legislation

Municipal Government Act (MGA) authorizes Council to expend money under:

Authorized municipal expenditures

65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if:

- (a) the expenditure is included in the municipality’s operating budget or capital budget or is otherwise authorized by the municipality;

Budget Impacts

This report is seeking approval to expend money from Community Investment Fund budget line. All funding will be distributed as per guidelines set out in Operational Policy 11 – Community Investment Fund.



Recommendation

That the Council of Region of Queens Municipality provide grant funding to CJQC Radio Society for eligible operating expenses in the amount up to \$5,000.00 from the 2025-2026 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to South Shore Flying Club for eligible operating expenses in the amount up to \$6,047.00 from the 2025-2026 Community Investment Fund.


That the Council of Region of Queens Municipality provide grant funding to Friends of Hank Snow Society for eligible operating expenses in the amount up to \$10,000.00 from the 2025-2026 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to the Medway & Area Heritage Society for eligible operating expenses in the amount up to \$2,267.50 from the 2025-2026 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to South Queens Chamber of Commerce for eligible operating expenses in the amount up to \$3,750.00 from the 2025-2026 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to the Mersey Band Society for eligible operating expenses in the amount up to \$3,121.00 from the 2025-2026 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to Milton Canoe & Camera Club in the amount of \$2,030.50 from the 2023-2024 Community Investment Fund.



That the Council of Region of Queens Municipality provide grant funding to Friends of Carroll Baker Society for eligible operating expenses in the amount up to \$5,000.00 from the 2025-2026 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to Queens County Fair Association for eligible operating expenses in the amount up to \$10,000.00 from the 2025-2026 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to Seaside Recreation & Community Centre for eligible operating expenses in the amount up to \$5,000.00 from the 2025-2026 Community Investment Fund.

That the Council of Region of Queens Municipality provide grant funding to North Queens Board of Trade for eligible operating expenses in the amount up to \$10,000.00 from the 2025-2026 Community Investment Fund.

Communications

The funding applicants will be notified of the Council decision. Approved applicants will be included in the 2025-2026 Grant Disclosure per Policy 89.

Region of Queens Municipality Staff Report

To: Mayor and Council
From: Adam Grant, P.Eng., Director of Infrastructure
Date: May 13, 2025
Re: Transition to Clear Bag Waste

Background

In 1995, the Province of Nova Scotia adopted its Solid Waste-Resource Management Strategy which included a disposal ban on items that can be diverted from landfill. The strategy delineated three main streams of waste: residual, recyclable and organic with the impetus being to reduce the volume of residual waste being placed in landfills.

As the operator of a solid waste landfill, air space in the landfill is the commodity. Ensuring that the site is only receiving appropriate waste not only environmentally responsible but also more financially effective.

Details

Utilizing clear bags for waste disposal provides the safest and most efficient way for employees to inspect, collect and handle waste curbside. Until February 2025, curbside inspection had been conducted by an independent contractor, where that person would travel on collection days along the route and sample select bags by tearing open a small hole in the bag and looking for compliant materials. This inspection method has led to many workplace incidents over the years for both the inspector and waste hauler but has also raised concerns by residents that some were regularly targeted for inspection whereas others were never inspected.

In discussion with the Regional Coordinator for Region 6 Solid Waste Management, it was noted that of the 49 municipal units in Nova Scotia, the

Region of Queens is only 1 of 3 municipalities that does not currently have a clear bag collection system for residual waste.

At the solid waste landfill, every facility customer is subject to inspection. A ban on opaque bags in favour of clear bags would support this endeavor to inspect loads. Transparent bags will ensure that materials are more easily seen for hazards and help facility operators to ensure that banned materials are not inappropriately disposed off.

Staff research into how the program is delivered across the Province varies slightly but the consensus is that most of the clear bag programs allow one solid colour bag (black, green or white) no larger than a 'kitchen catcher' size of 500x550mm (20x22" or roughly 20 litres) known as a 'Privacy Bag'. Use of a privacy bag is voluntary and intended for items that the resident may not wish to publicly disclose such as permitted bathroom or medical waste. Privacy bags are subject to the same contents inspection as clear bags and may be rejected.

This change to collection is proposed to be effective January 1, 2026, with promotion and education (P&E) efforts beginning immediately, including updates to the waste calendar released annually in December. Updates to Bylaw 13 as well as our Solid Waste Facility Operations Manual will also be required over the coming months.

Budget Impacts

\$3000 for promotion and education are included in the operation budget for solid waste management.

Options

1. Status Quo – no changes to collection system or P&E
2. Transition to clear bag system
 - Program Start: January 1, 2026
 - Legislative Framework: Bylaw #13 Update – changes will need to be made to *Article 11* to prohibit the use of transparent bags for recycling. Changes to *Article 18* will need to be made to accept clear while prohibiting 'dark green or black' as well as the creation

of a new sub-article to allow for the 'privacy bag' should Council direct that option to be incorporated. Council should be aware that additional changes in this Bylaw are also required as it relates to Nova Scotia's transition to extended producer responsibility as there are changes to accepted recycling materials yet to be confirmed.

i. Proposed Readings are as follows:

1. First Reading	September 23, 2025
2. Public Notice	October 1, 2025
3. Second Reading	October 14, 2025
4. Notice of Passing:	October 25, 2025
5. Filed/ Approved: Municipal Affairs	October 28, 2025

• Promotion and Education:

- i. Social media advertisements would begin following Council decision
- ii. Flyers provided to local retailers in September 2025 to advise customers as they purchase waste bags of the program change
- iii. Advertisements placed in Queens Crown and South Shore Breaker in November
- iv. Annual Waste Calendar updated in fall and distributed as normal in December

• Enforcement:

- i. Warning notices issued to residents beginning January 1, 2026
- ii. Rejection notices issued to residents beginning July 1, 2026


Communications

A communication strategy will be developed by staff to educate residents, retailers and customers of the Solid Waste Facility.

Recommendation

It is recommended that Council receive the report and adopt a clear bag program consistent with the identified timeline/schedule.

THAT Council of the Region of Queens Municipality receive the report titled **Transition to Clear Bags** and approve the proposed legislative, education, and



enforcement approach and that Council direct staff to develop the appropriate amendments to by-law #13 for Council review and decision in the Fall 2025.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Adam Grant, P.Eng., Director of Infrastructure

Date: May 13, 2025

Re: Service Exchange with Nova Scotia Public Works

Background

The Nova Scotia Department of Public Works is the provincial agency tasked with the operational maintenance of the provincial highway system in Nova Scotia. In the Region of Queens, the Department of Infrastructure is similarly tasked with operational maintenance of municipal roads and streets.

Details

In March 2025, a meeting was held between representatives from the Province and Municipality at the request of the Province. In attendance from the Municipality was the Director of Infrastructure and Chief Administrative Officer. Representatives from the Province included the local Operations Supervisor, Operations Manager, Area Manager and District Director.

Two items were brought forward by Provincial staff. The first item was their desire to develop and enter into a service exchange program where the winter works maintenance of J-Class roads that abut municipal streets would be serviced. Specifically, the following streets to be maintained:

- 200m of Wolfe Street, Milton
- 650m of Town Lake Road, Milton
- 160m of Birch Avenue, Milton

It was shared that the residents of these streets are desirous of having their roads provided with the same level of winter works service that their neighbors in Liverpool receive. The Province confirmed that they are unable to effectively achieve this level of service. It should be noted that residents of the streets listed

above are not in the same tax district as the neighboring properties referred to. In exchange for having municipal service provided on these roads, the Province would assume responsibility for the winter works maintenance on a municipal owned road at a rate of 1:1 (ie: service of 1010m of road)

Options discussed included:

1. Province to provide winter maintenance for an equivalent section of municipal owned roads such as Bristol Avenue. Concerns around the provincial standards, provincial schedule, and established service expectations of residents and businesses were identified.
2. Reduction of RQM J class road contribution equivalent to the estimated cost of municipal winter snow and control for the provincial owned section of Wolfe, Town Lake, and Birch. Provincial staff explored this option and it was determined that it is not available for consideration.

A third option was identified by municipal staff as noted below:

3. Winter works maintenance being provided by the Province for the following:
 - a. Municipal access road to the Leaf and Yard Waste Site in Western Head. This roadway is approximately 500 m in length of gravel surface requiring service within 36 hours of the end of snow fall and sand media application.
 - b. Bog Road from the White Point to end of asphalt, approximately 260 m in length of asphalt surface requiring service within 36 hours of the end of snow fall and salt media application.
 - c. McDonald Road from the Bog Road to the end, approximately 250 m in length of gravel surface requiring service within 36 hours of end of snow fall and sand media application.

These options are acceptable to the Province. After additional discussion by staff, it is recommended to agree to exchange Items A and B from above but not item C (McDonald Road) because the properties on that road are within the District 13 tax area and are paying for a level of service consistent with other District 13 properties.

Undertaking maintenance responsibilities for the above three portions of street totaling 1.01km would not be a substantial addition to the current service of roughly 43km of streets in Liverpool. Currently, municipal practice is to provided in

the form snow removal on these roads during regular service as the transition from municipal to provincial is mid-block and doesn't allow an effective area to dump the blade of snow and safely turn around for equipment. Application of ice-control media is completed by the Province. Abrupt transition in service provision is not uncommon at the other boundaries between municipality and province such as Highway 3 near Queens Place, or West Street near Cowie Well. The change in the Municipal maintenance plan would be the requirement to provide snow removal as well as application of salt for ice control.

The second topic of discussions surrounded an ad-hoc exchange that was developed in January 2017, where the Province requested the support of the Municipality by way of undertaking snow removal on the provincially owned portion of Bog Road, White Point, which is the 500m section of gravel from the end of the asphalt to the cul-de-sac. In exchange for this work by the Municipality on the provincial roadway, the Province agreed that it would no longer invoice the Municipality for de-icing salt used by the Municipal-hired Contractor who completes winter works maintenance on the sidewalks in Caledonia. The culmination of this discussion was the Province's direction to cease this ad-hoc practice in the spring of 2025, due to liability concerns of the contractor on their public works site in Caledonia as well as public perception of a private contractor accessing a public site and using public materials. This communication effectively terminated the ad-hoc service exchange. The Province has acknowledged that they will resume responsibility for snow removal on the Bog Road. Alternative procurement arrangements for winter works services are being developed and will require a stand-alone service where the contractor will be responsible for procuring salt for the service of sidewalks in Caledonia.

Budget Impacts

There is expected to be minimal impact on the budget of the proposed exchange.

Communications

This report was shared with the District Director of Public Works for review and comment.

A door hanger will be prepared and distributed to residents in the impact areas notifying them of the change.

Options

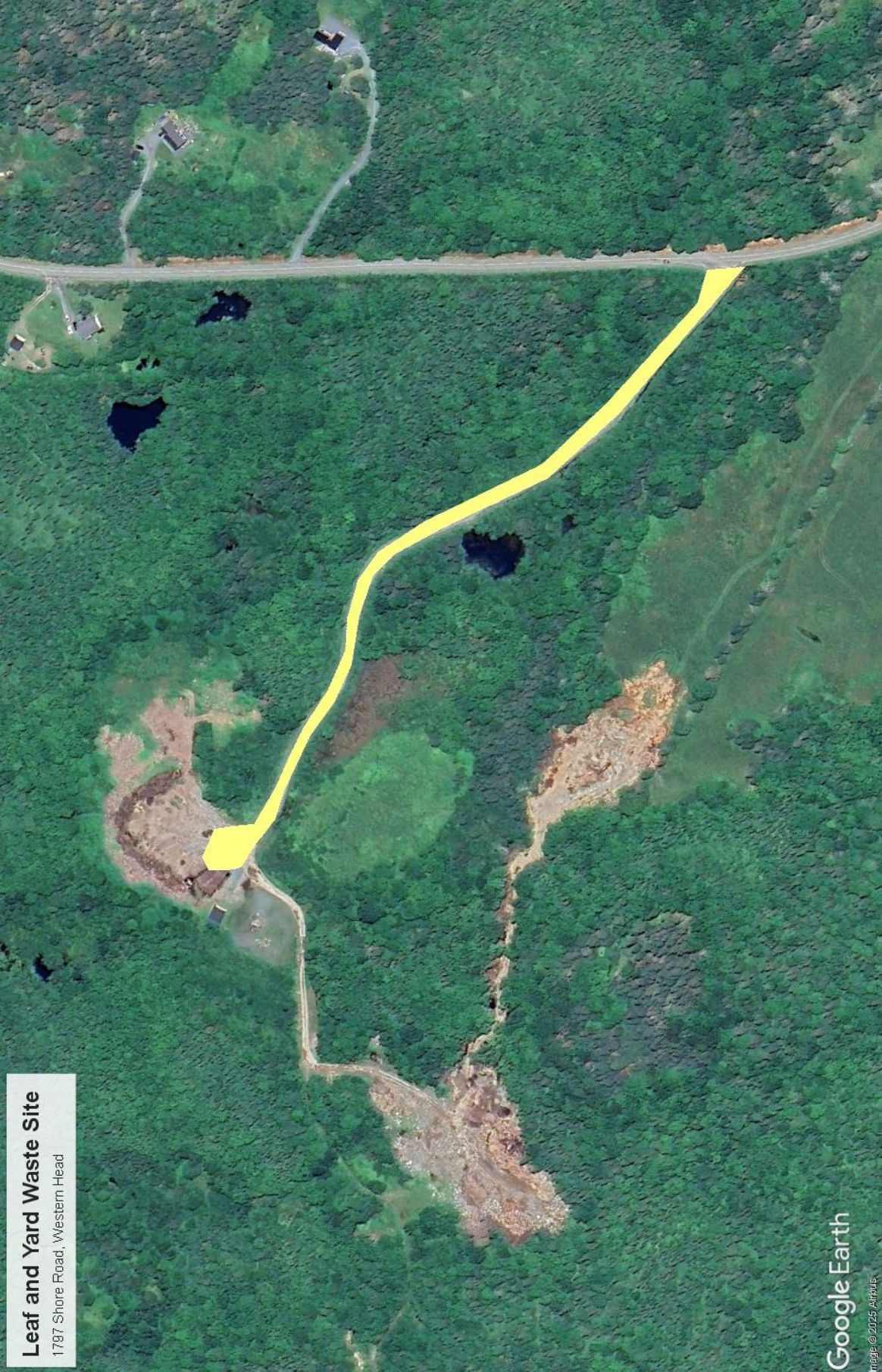
1. Council can adopt the proposed exchange of winter works maintenance (Provincial owned sections of Wolfe, Town Lake, and Birch to be maintained by RQM; and, municipal Yard Waste access, municipal owned sections of MacDonald and Bog to be maintained by the Province).
2. Do not adopt and direct staff to collaborate with the Province to develop an alternative exchange.

Recommendation

THAT Council of the Region of Queens Municipality receive the report titled **Service Exchange with Nova Scotia Public Works.**

THAT Council of the Region of Queens Municipality authorizes municipal staff to provide winter works maintenance (snow and ice control) for the provincially owned sections of Wolfe Street, Town Lake Road, and Birch Avenue in Milton in exchange for the Provincial Public Works Department providing winter works maintenance (snow and ice control) for the municipal access road to the Leaf and Yard Waste Site Western Head and the municipal portions of Bog Road.

APPENDIX A: WESTERN HEAD LEAF YARD



Leaf and Yard Waste Site
1787 Shore Road, Western Head

APPENDIX B: BOG AND MCDONALD RD



Bog and McDonald Rds
White Point

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Adam Grant, P.Eng., Director of Infrastructure

Date: May 13, 2025

Re: Organics Transfer Tender

Background

The Region of Queens Municipality owns and operates an organics transfer station at the Queens Solid Waste Facility. The site receives organic waste from the following municipal units:

- Region of Queens
- Town of Lockeport
- Town of Shelburne
- Municipality of Shelburne
- Municipality of Barrington
- Town of Clarkes Harbour

Organic waste received at the Queens Facility is transferred through this agreement to Northridge Farms in Aylesford for treatment.

Details

Annually the Queens Solid Waste Facility receives approximately 1800 metric tons of organic waste from the municipal units above and private contractors. The facility charges the Council approved rate for this service which has been calculated from the actual cost of service provision including handling, transfer and tipping fees at Northridge Farms.

A tender for the backhaul service (trucking) provision was hosted on the provincial procurement site (Appendix A) and closed on May 2, 2025. At the

time of closing, one acceptable proposal was received from GE Environmental for with the following price schedule:

July 1, 2025, to March 31, 2026	\$52.89 + HST per metric ton
April 1, 2026, to March 31, 2027	\$54.74 + HST per metric ton
April 1, 2027, to March 31, 2028	\$56.66 + HST per metric ton

The previous tender agreement was in place from April 1, 2020, to March 31, 2025. The price per ton for April 1, 2024, to March 31, 2025, was \$35.72. The proposal represents a significant increase from the previous period, but agrees with line-hauling rates from other proposals.

The expense for this operational requirement is included in the 25/26 budget including the cost for tipping fees at Northridge Farms for organic waste generated in Queens County.

Budget Impacts

The projected expense to the Region of Queens is \$45,000, which is included in the 25/26 budget. Other expenses are recovered as revenue from tipping fees at the facility.

Communications

Confirmation of award will be provided to GE Environmental.

Recommendation

THAT Council of the Region of Queens Municipality receive the report Organics Transfer

AND THAT Council authorize the Chief Administrative Officer and Mayor to complete the Form of Tender with GE Environmental for July 1, 2025 to March 31, 2028.

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Adam Grant, P.Eng., Director of Infrastructure

Date: May 13, 2025

Re: Extended Producer Responsibility Participation


Background

In 2021 the Provincial Government introduced the Environmental Goals and Climate Change Reduction Act. Part of this act is the expansion of Extended Producer Responsibility (EPR) in Nova Scotia for Packaging, Paper Products and Packaging-like products (PPP). Regulation to EPR for PPP were introduced under the Environment Act in August of 2023 with the launch of this program to happen on December 1, 2025.

EPR has existed in this province in other forms for products such as used oil, beverage containers, electronics or milk containers (to name a few). EPR for PPP is already in place in many provinces across Canada. EPR is a policy approach where producers are responsible for the end-of-life management of prescribed products to achieve provincially set recycling rates.

In Nova Scotia, Divert NS has been appointed to administer and oversee the EPR for PPP program. Under EPR, the burden of collecting, sorting and processing recyclables is shifted from Municipalities to groups defined as Producer Responsible Organizations (PRO). The PRO is the organization that represents producers by acting on their behalf to develop and operate a common collection system, in NS the PRO is Circular Materials (CM).

Details







In phase 1 of the transition (2023), the Municipality registered with Divert NS as a 'community' and provided data on the current curbside program. This information enabled CM to submit a readiness report (fall 2024, <https://www.circularmaterials.ca/nova-scotia-consultation>) to Divert NS which demonstrated it had fulfilled numerous requirements of the Province, such as municipal consultation and had planned (or completed) actions related to the implementation. Following the submission of the readiness report, communities were able to submit feedback to CM with responses received from CM in early February.

The delivery of this program by CM has presented communities with options to move forward. Paraphrasing above; Circular Materials is responsible for items destined for 'blue bag' under the Environment Act, by providing a collection mechanism for residents of Nova Scotia and a treatment process to re-market on behalf of the producers that bring these materials into the province. To do this, CM has provided two service model options:

- **Opt-in:** under this delivery mechanism, the Municipality provides curbside collection of residential blue bag materials on behalf of CM. CM would reimburse the Municipality a negotiated cost per stop (single or multi-family dwelling) for providing this service.
- **Opt-out:** under this delivery mechanism, CM provides for curbside collection of residential blue bag materials.

The following graphic has been presented by CM to summarize the options:

Transition Operational Models

OPT-IN SERVICE MODEL	OPT-OUT SERVICE MODEL
Community will continue managing current recycling collection .	 Circular Materials will manage collection for the recycling program.
Payment provided by Circular Materials based on a cost per stop .	 Circular Materials will negotiate directly with a collection service provider and administer the collection contract .
Community will manage customer service under current contract .	 The collection service provider will be responsible for customer service , with escalated inquiries managed by Circular Materials.
Community will continue to manage P&E with support from Circular Materials, and a top-up will be provided for P&E and contract administration.	 Circular Materials will directly lead P&E in collaboration with the community .

Circular Material has provided a compensation offer under the opt-in model as well as an accompanying document that defines how this compensation offer was derived. This included audited financial statements from the Municipality to develop a consistent, fair and equitable offer to all NS Municipalities.

The next step of this transition is for the applicable Council or Board to confirm decision to opt-in or opt-out before May 16, 2025. Discussions by staff with members of the Nova Scotia Solid Waste Managers & Directors group, indicate the majority of communities will opt-in but final decision by Council or Board is pending.

Under the opt-in model, residents are expected to not see any change in service provision. Under the opt-out delivery model for curbside collection, there is the potential for impact to residents as collection will not be managed by the Municipality. This could potentially require residents to dispose of organic and residual waste one day, and blue bags another. Under either delivery method a reduced contract expense with our curbside contractor will be realized. **Once there is a decision by Council to opt-in or opt-out, negotiations will need to begin with the curbside contractor to modify the current agreement. The agreement will be returned to Council for approval once negotiated.** Residual solid waste and

organics will continue to be managed by the Municipality regardless of which option is chosen for blue bags.

CM has established the 'Nova Scotia First Nations and Municipalities Working Group' which meets the second Tuesday of every month as collaboration method to ensure seamless transition. Despite this, issues are yet to be resolved at this time surrounding particular items which will become bluebag materials under this policy shift. One example of this is that expanded polystyrene (Styrofoam) and flexible plastics (pouches, chip bags, candy wrappers) will become blue bag materials and will not be collected curbside but instead, residents will be required to dispose of them at an approved depot.

It is staff's recommendation that the Region of Queens Municipality opt-in to the service model proposed by Circular Materials as it will have the least impact on residents of either option.

Communications

Circular Materials will be advised of the Council's decision.

Recommendation

THAT Council of the Region of Queens Municipality provides 'opt-in' notice to Circular Materials

Alternative not recommended by staff:

THAT Council of the Region of Queens Municipality provides 'opt-out' notice to Circular Materials.